

FILE NO.

A 262x

U.N.a.4154.

INDEXED

Reference

A762A

4th March, 1946.

To : DCFA.
From : Division of Organisation & Management
Subject : Action Arising from Meeting with C.O.G., 6th Feb., 1946.

1. Reference CFA's minute B/153 of 7th February, 1946:-

Para. 2. An instruction on this matter is being included in the Administrative Order on the form of letters and minutes which is now being drafted. The instruction will comply with CFA's instructions on the matter to Director, Division of Organisation & Management.

Para. 3. A copy of this Order is held in this Division at your disposal.

Para. 4. A certain number of Field Units send copies of their local Orders to ERO. Others do not send any. No trace of any written instructions requiring Field Units to send copies can be found. It has not been possible to ascertain what, if any verbal instructions were given. An instruction to all Field Units to send to DOM copies of all local Orders including back numbers is being included in the A.O. on the procedure with regard to E.R.O. Orders etc., which is now in draft.

Para. 5. I do not think that a letter is now necessary as the matter was fully discussed with Brigadier Stawell of CHQ, Germany, during his recent visit to ERO and the matter is down for discussion with General Morgan during my visit in March.

Resubmitted
DOM.

A262 x (1810)

19th February 1946.

To: Lt. General Sir Fredk. Morgan, K.C.B.,

From: J.R. Wraight, Special Assistant to P.R.D.G.

We forward you herewith three copies of the notes on the meetings between yourself and the Administrative Council in E.R.O. on 6th and 7th February, 1946.

Should the Deputy Directors General in E.R.O. have any comments to make on these notes, they will be transmitted to you separately.

2x. Registry
(Detached
19/2
sd)

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Reference.....

13th February 1946.

To: Mr. Woodbridge.

From: D/CFA.

404
Reference your Minute attached, it is not desired to send covering notes regarding any matters concerning Department F. & A. as the action is clearly stated in the Minutes.

While the C.F.A. is not, of course, responsible for deciding whether a covering note should be sent, he suggests, if one is sent, it should state that the comments of D.D.G. Supply and D.D.G. Relief Services will be transmitted separately.


C. R. STEIN

St. General Sir Fredk. E. Morgan

R.C.B.,

L.O. ✓

2

WV E. Roy

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

OFFICE OF DIRECTOR-GENERAL

INDEXED

14
12 FEB 1953
219
1200 2

to: D D G, C F + A

from: Goodbridge

Please note minute from
Mrs Hutchinson. - **do 3.**

I presume that you will want
to send copies to C O G with
covering instructions to
carry out these actions
numbered for C O G.

~~C.F.A.~~

Herewith Supply nomenclature as defined in Washington to London Cable 8537 of the 19th December, 1945.

- "(a) "Basic supplies" will (without limiting and generality of the term) include food, fuel, clothing, furniture, bedding, medical supplies, maintenance and operating supplies as well as physical facilities and installations.
- (b) "Amenity supplies" are all articles used for morale and welfare purposes and food supplies of types not normally included in basic Army food supplies such as candy, chocolate, cigarettes, etc.
- (c) "Administrative supplies" include vehicles, vehicle parts, office equipment, office supplies, foodstuffs, clothing and other items of equipment and supplies for operating and management use by UNRRA Missions.
- (d) "Emergency supplies" are any supplies in the above three categories where urgency requires procurement through other than normal channels.

11th February, 1946

A. de B. Jenkins
A. de B. Jenkins
Director
Administrative Services Division.

Mr. Woodbridge

INDEXED

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● Attach a copy of the
notes of the Meeting with
Gen. Morgan for yourself;
and three copies for
despatches Gen. Morgan.

● I expect you will read them
with a covering letter?

The notes have been
circulated to those present,*
plus Mr. D. Ward,
Mr. Wright & Mr. Burinshi.

● Perhaps you would let me
know if they should go to
anybody else?

R. Hutchins.

* 6 copies
To each bkg.

11/2

②

A262B/155

MEMO ON ACTION REQUIRED ARISING FROM THE SECOND AND THIRD
MEETINGS WITH C.O.G. - 1030 and 1130 hours - 7th February, 1946.

+

1. D.A.A. Reference Section IV of the notes prepared by D/C.F.A., and Washington Bureau of Supply Memorandum No. 27, will
 - a) verify Surprip Paris powers to meet direct demands of Missions for Administrative property.
 - b) clear up whether the order quoted is applicable to Administrative property, and prepare such additional European Regional Instructions as are necessary.
 - c) work on this problem in close contact with the appropriate branch of the Department of Supply.
2. D/C.F.A. will please prepare a cable to C.O.G. regarding inventories to be taken forthwith in accordance with verbal instructions given to him by C.F.A. These instructions will give directions about our accountability responsibility for property obtained through requisitioning.
3. D.E. will re-examine the question of insurance of property and buildings in our overseas missions, with particular reference to the insurance of requisitioned properties and their contents in areas occupied by the military.
4. D.P. reference Section XII of the notes prepared by D/C.F.A. will note that the statement that local recruitment is being undertaken in respect of the American zone is doubted by C.O.G., who is verifying the matter on his return. D.P. should check this, and see that C.H.C. Germany is suitably reminded forthwith.
5. D.P.A.
D.C.A. to note with reference to Section XII, para 3 that an explanation of the points of doubt will be provided by C.O.G. on his return to Germany.

6. D.R.

RECENTER DASHLEY.

Action will be completed by C.O.C. on his return to Germany, and E.R.O. informed of the situation by the 19th February. D.R. will pursue this if no action emerges on that date.

7.

MISS LAUGHLIN.

C.O.C. will clear up Miss Laughlin's personal position in the light of C.F.A.'s explanation to him of her outstanding interests in the personnel of the Harzen Base, and will also clarify the position about the future status and functions of the Administrative Base in its new location at Arolsen, if that is Germany's solution.

8. D.A.S.A.

In connection with the above will note that if Harzen is merely being transferred functionally to Arolsen, there is no need to close the books, and all that is required is a handing-over certificate when Miss Laughlin leaves. This has been explained to C.O.C. and has the agreement of the External Auditor.

9. D.R.

MR. A.C.R. STEINBLAND.

C.O.C. was informed that he might be wanted for accountancy or audit purposes. C.O.C. undertook to approach E.R.O. before assigning him to any other post than that which he now occupied, and confirmed his availability for re-assignment as from about mid-March.

/OVR.

- 2 -

10. D.R.

WILLIAM J. VATER.

to note that this gentleman is wholly acceptable to C.O.C.
and will be confirmed in a position to be notified by C.O.C.
D.P. will ensure that this formal notification is made.

RECOMMENDED

D/C.F.A. and all Directors read.

8

R.C. LEWIS.

Deputy Director General and Chief of
Finance and Administration.

8

February, 1946.
H.R.O.

153. A 26.2x
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①

NOTES ON ACTION REQUIRED ARISING FROM THE FIRST MEETING WITH
C.O.C. - 1500 hours - 6th February, 1946.

1. D.A.A. will please make available the latest scanned copy of the Washington nomenclature for the various types of supplies handled by the Administration.
2. D.O.A.M. will review existing instructions on the preparation and signature of letters. An instruction is required governing the circumstances under which lower officials may sign "for" higher officials, and of the form in which letters should be prepared which are going to
 - (a) Missions
 - (b) Washingtonon all questions other than technical or departmental subjects.

A comparable instruction is required to govern the preparation of letters for signature which deal with technical and departmental subjects.

The whole instruction must be agreed with the C.O. and the P.R.D.C. since it may have certain constitutional repercussions.
3. D.O.A.M. will please obtain a copy of an order issued by Central Headquarters, Germany, governing the employment by the Administration of German citizens.
4. D.O.A.M. will examine the existing arrangements for the supply to E.R.O. of policy orders, and instructions issued for local application by missions and operations overseas.
5. D.O.A.M. will prepare a letter to C.O.C. setting forward the gist of Section II, para 2 of the note prepared by the D/O.P.A. for discussion with General Morgan, requiring C.O.C. to examine the possibility of simplifying the channels of command in Germany with a view to a reduction in personnel. It will be specifically stated that it is not considered desirable to reduce the authority or functions of Central Headquarters, as agreed at the meeting under reference.
6. D/O.P.A. will continue to pursue the problem of "run down" which was put to him yesterday with particular reference to the note referred to in ~~paragraph~~ para 5 above, Section II, para 2.
7. D/C.F.A. in consultation with Supply & D.A. & A. will immediately telegraph instructions to C.O.C. that apart from any question of balancing the books, it is essential that an inventory of all property be taken forthwith as of a defined date. This inventory will list all items of the Administration's property under the approved classifications and headings issued by Washington, and will show where possible the origin of each item, its price with date if known, its estimated value as at the date of the inventory, if the actual price is not known. If it is impossible to show neither source of origin or price or value, these columns will be left blank, but will not be allowed to interfere with the listing of the property. Since it is not at the moment clear what the responsibility for accountability of property should lie, it will be agreed with Supply, pending further instructions, that the Department of Supply's responsibility ceases when bulk is broken and individual items are issued for use, as explained at a recent 1200 hours meeting. (See Minute 22. 68 of 12 noon meeting of Tuesday, 5th February). If necessary a meeting will be assembled to clear any points at issue, the clearance of which will expedite the despatch of the necessary instructions.
8. D.R. will clear with Washington that the reinforcements being sent direct to Munich with the approval of C.O.C. given to the Personnel Department in Washington when he was there, are within the "lay-off" made to Washington, and not extra thereto. (London to Washington 142 refers).

DISTRIBUTION:

D/O.P.A. and all Directors named.

8

R.G. LEWIS,

Deputy Director General and Chief of
Finance and Administration.

7 February, 1946.