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- e. The Administrative Services Division, upon receipt of Form AD-11 from the Library, shall enter or verify the cost thereon and refer the request to the Accounts Division.
- f. The Accounts Division upon receipt of Form AD-11 will:
- (1) clear Form AD-11 for availability of funds;
 - (2) enter on a memorandum control record the dollar amount reflected on Form AD-11;
 - (3) Refer to the Budget Division for specific clearance and justification requests for the purchase of books by any bureau, division, or other organizational unit which exceeds \$50.00 in any calendar month, and
 - (4) forward Form AD-11 to the Administrative Services Division.
- g. The Administrative Services Division upon receipt of Form AD-11 from the Accounts Division shall arrange for and effect the purchase and delivery of the books requested for the specified destination.
- (1) Books purchased for use at Headquarters will be delivered to the Library for the purpose of cataloging them prior to issuance to the requesting unit;
 - (2) A record of books purchased or under order will be maintained by the Administrative Services Division by destination to ensure that there are no duplicate orders for the same book.

4. APPLICABILITY: This order is applicable to Headquarters only.

BY ORDER OF THE DIRECTOR GENERAL

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

ADMINISTRATIVE ORDER NO. 51
SUPPLEMENT NO. 1
30 July 1945

SUBJECT: PROCEDURE FOR REQUISITIONING, PURCHASING
 AND DISTRIBUTING BOOKS AT HEADQUARTERS

Section 3a of Administrative Order No. 51 is hereby amended to
provide that requests for purchase of books on Form No. AD-11 shall
hereafter be prepared in triplicate instead of in duplicate.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

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Applicable to Headquarters only

SUBJECT: HEADQUARTERS BUDGET PROCEDURE

1. PURPOSE: The purpose of this order is to prescribe the procedures to be followed in the Headquarters Office to insure an effective distribution of UNRRA's available resources, and to establish controls over expenditures of funds for expenses of the Headquarters Office, Supply Missions, and Special Programs. The purpose of this order is, furthermore, to assure that the available resources of the Administration are properly allocated among the several activities performed by the Headquarters staff, to insure their most effective utilization, and to accomplish this end by requiring each organizational unit to develop a considered plan of operations for which funds are requested. It is not intended rigidly to control the operations of the individual bureaus, divisions or offices, or to substitute the judgment of fiscal officials for that of operating officials in programs and activities to be undertaken.

2. BUDGET AUTHORIZATIONS REQUIRED: No expenditures for administrative purposes may be incurred by any organizational unit or employees except in conformity with an approved budget authorization. If no such authorization exists, or if the proposed expenditure is not in conformity with an existing authorization, it is the responsibility of the head of the major organizational unit concerned to present a request for an authorization or for a modification of an existing authorization, as provided for below. The approved budget authorization will be issued in the form of an approved budget allotment order.

3. EMERGENCY COMMITMENT: If it is urgent that personnel be appointed or other obligations incurred prior to a final approval of a budget allotment order, the Deputy Director General for Finance and Administration or an officer designated to act for him in his stead, may authorize a commitment for such expenditure prior to such final approval.

4. PREPARATION OF BUDGET:

- a. Annual Budget: Approximately two months prior to the Fall Session of the UNRRA Council each year the heads of major organizational units will be requested by the Deputy Director General for Finance and Administration to project as accurately as possible the estimate of expenditures for the ensuing calendar year. This estimate will be prepared on forms furnished by and in a manner prescribed by the Deputy Director General for Finance and Administration. The heads of the major organizational units will give a complete list of proposed positions, indicating positions already authorized

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and any additions or deletions that may be considered necessary and such other additional information as may be required to indicate the basis for the estimates, the scope of the program, i.e., its overall objectives, and the functions and responsibilities assigned to the head of the major organizational unit which would enable the Budget Division to develop an overall budget for the Administration for presentation to the Council and for authorization to the major organizational unit to make expenditures during the ensuing year.

- b. Budgetary Authorization of New or Reorganized Activities During the Year: If the request involves the initiation of a new activity, a substantial increase in staff, or a reorganization of one or more operating units, information shall be furnished to indicate the basis for the proposed changes in the budget authorization. The information shall be in sufficient detail to enable the Budget Division, the Administrative Analysis Division and the Classification Section of the Personnel and Training Division to make recommendations to the Deputy Director General for Finance and Administration concerning their concurrence or non-concurrence with the change requested.
 - c. Budgetary Authorization of a New Position During the Year: If the request involves only the authorization of a new position, the reclassification of an existing position, or the cancellation of an existing position, and does not involve a general reorganization of one or more operating units, it shall be prepared on Form P-2, "Initiation of Personnel Action", accompanied by an explanation of the request in the space provided on the form for remarks or an attached statement, and a description of the new changed duties involved.
 - d. Assistance in Preparation of Estimates: The Budget Officer and the Chief Administrative Analyst will be available for assistance to the head of an initiating organizational unit in developing the budget request and for expediting the handling of such request.
5. SUBMISSION:
- a. Requests which are prepared on Form P-2, "Initiation of Personnel Action", shall be submitted in accordance with Administrative Order No. 10.

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- b. All other requests shall be submitted to the Deputy Director General for Finance and Administration. If the request involves a new activity, new functions and responsibilities, or changes in organization, he will route the request to the Administrative Analysis Division for approval or comment and subsequent transmittal to the Budget Division; otherwise, he will route it directly to the Budget Division. Concurrently, notice will be given by the Budget Division to the Treasurer of the requests.

6. ACTION BY BUDGET DIVISION:

- a. The Budget Division shall review all requests and make recommendations with respect thereto. If sufficient information is not presented in connection with a request, the Budget Division may call upon the originating major organizational unit, or any other unit which may be affected, for clarification or for additional information with respect to work load or similar criteria which will aid in an evaluation of the estimates submitted. Estimates for each bureau, functional division or other major organizational unit, of contemplated expenditures for communications, supplies and material, equipment, contractual service, etc., shall be prepared by the Budget Division in collaboration with the Division of Administrative Services and the organizational unit concerned. The Classification Officer shall be responsible for an analysis of the classification and salary scale of any proposed new positions, and will forward his comments to the Budget Officer. The classification of the position, however, will be made after authorization and prior to the filling of the position.
- b. Recommendation by the Budget Division of the action to be taken will be made in the form of a proposed budget allotment order and a justification for such order, which shall include a recommendation if necessary of the source and form of financing, if decision thereon is required in the particular case.
- c. Before submitting its recommendation to the approving official, the Budget Division shall inform the head of the major organizational unit concerned of the action which it plans to take. If the budget Division's recommendation differs from the request of the originating major organizational unit, an endeavor shall be made to reconcile the differences before the recommendation of the Budget Division is finally

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submitted. If agreement cannot be reached, the head of the major organizational unit affected shall have the right to present his views to the official who has final approval authority before action is taken.

- d. All recommendations of the Budget Division which involve new or increased allotments of funds, or the source or form of financing, shall be submitted by the Budget Division to the Deputy Director General for Finance and Administration through the Treasurer, who shall note thereon his approval, disapproval, or alternate suggestion. All other recommendations shall be submitted by the Budget Division to the Deputy Director General for Finance and Administration with concurrent notice to the Treasurer of the action recommended.

7. APPROVAL ACTION:

- a. The Deputy Director General for Finance and Administration shall take action on the recommended budget allotment order or shall forward it with his recommendation to the Director General or the Senior Deputy Director General as follows:
 - (1) All original budget allotment orders shall be authorized by the Director General or the Senior Deputy Director General, or an officer designated to act for them in their stead.
 - (2) All revisions of budget allotment orders which do not affect the overall total of the allotment as originally approved by the Director General or the Senior Deputy Director General may be authorized by the Deputy Director General for Finance and Administration.
- b. All budget authorizations and revisions thereof will be in the form of budget allotment orders which will be prepared by the Budget Division and will be accompanied by a statement of justification which will explain in sufficient detail the reason for and the justification of the various amounts allowed. Upon the final approval of a budget allotment order, including a revised order, copies thereof will be furnished to the Director General, the Senior Deputy Director General, the Deputy Director General for Finance and Administration, the Treasurer, the Divisions of Accounts and Finance, the Division of Administrative Analysis, the Division of Personnel and Training, and the head of the major organizational unit concerned with or affected by the order.

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8. ACCOUNTING CONTROLS: The amounts authorized by the budget allotment orders or revisions thereof shall be entered upon the allotment ledger maintained by the Division of Accounts as budgetary controls and no expenditure of UNRRA funds shall be made or obligations incurred unless they are within the authorization of a budget allotment order and within the unobligated balances thereof.

9. STATUS REPORTS: On or before the 10th day of each month, the Division of Accounts shall render a report to the Deputy Director General for Finance and Administration, the Treasurer, the Budget Division and the Division of Finance, of the status of all budgetary allotments. Such information shall be available to any of the officers in the divisions named, and to the Director General and Senior Deputy Director General, at any time, upon request, and the allotment ledger of the Division of Accounts shall be available to the Budget Division upon reasonable notice and for reasonable periods of time, provided the ledgers are not physically removed from the Accounts Division. The head of each major organizational unit will be furnished monthly, a statement of the status of that part of the budgetary allotment with which he is concerned.

10. REVIEW OF ALLOTMENTS: The Budget Division, on its own initiative, may make recommendations for the increase or decrease of budgetary allotments or sub-allotments at any time during the fiscal year, and shall be charged with responsibility for review of the status of allotments to determine the need for or advisability of such changes. The heads of the major organizational units concerned shall be consulted concerning any such proposed changes, and the clearance and approval thereof shall conform to the provisions of paragraphs 6 and 7 above.

11. SUBMISSION, REVIEW AND APPROVAL OF REGIONAL OFFICE BUDGETS AND MISSION BUDGETS:

- a. The procedure for the submission, review, and approval by Headquarters of budgets for the operation of a Regional Office is set forth in Administrative Order No. 54.
- b. The procedure for the preparation and approval of budgets for all field missions and area offices operating in liberated areas or areas in which relief and rehabilitation operations are carried on is prescribed in Administrative Order No. 53.

BY ORDER OF THE DIRECTOR GENERAL

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SUBJECT: MISSION BUDGET PROCEDURE

1. PURPOSE: The purpose of this order is to prescribe the procedures to be followed in the preparation and approval of budgets for missions including camps, covering all expenses for the provisions and administration of relief and rehabilitation services and operations, excluding commodities to be procured or distributed; and to establish control over the expenditure of funds in accordance with the planned use of the resources of the Administration.

2. APPLICABILITY: This order applies to all field missions and area offices operating in liberated areas or areas in which relief or rehabilitation activities are carried on.

3. BUDGET AUTHORIZATION REQUIRED: No obligation may be incurred or expenditure made by any official or employee except in accordance with a budget authorization approved in accordance with this order. This shall not, however, apply to local currency, the expenditure of which shall be in the discretion of the Mission Chief subject to the reporting and other conditions contained in section IX.

4. ADMINISTRATION OF ORDER:

- a. The Deputy Director General for Finance and Administration shall be responsible for administering the provisions of this order, and is authorized to establish the forms and detailed procedures necessary for its implementation.
- b. In the analysis and review of the budgets covered in this order, the Bureau of Finance and Administration shall afford an adequate opportunity to the Bureau of Areas and the functional divisions and bureaus concerned to comment and make recommendations thereon prior to approval.
- c. It shall be the function of the Bureau of Areas in Headquarters to represent the Mission Chief in presenting and justifying the mission budget requests to the Bureau of Finance and Administration, and to serve generally as the advocate of his interests. The Bureau of Areas shall be accorded full opportunity to express its views and recommendations in this connection.
- d. The European Regional Office may, with respect to those missions under its jurisdiction:
 - (1) Establish detailed procedures and instructions, consistent with those prescribed by the Deputy

Director General for Finance and Administration, governing budget preparation and control.

- (2) Prescribe further budgetary controls, in addition to those established by this order, with reference to mission budgetary actions including the authority to require prior approval by the regional office of specified classes of personnel actions or other expenditure proposals.
- (3) Make further delegations of budgetary authority to Mission Chiefs, within the limits of authorities assigned to the regional office in this order.
- (4) Grant provisional approval to preliminary recruitment schedules and budgets whenever, in the considered judgment of the Administrative Council, such action is necessary in order to cover emergencies or to assure the prompt inauguration of new or extended programs of relief and rehabilitation services consistent with the policies of the Director General. However, this authority for provisional approval shall be utilized only when, because of time factors involved in securing prior approval of Headquarters, it is clearly in the interests of UNRRA objectives to take immediate action. Final approval of such schedules or budgets shall be reserved to Headquarters in accordance with the procedure prescribed in this order.
- (5) Subject to regulations prescribed by the Treasurer, make necessary banking arrangements for the missions and, to the extent necessary and within the limits of approved budget allotments, authorize transfers of foreign exchange for that purpose.
- (6) All recommendations of the Budget Division which involve new or increased allotment of funds, or the source or form of financing, shall be submitted by the Budget Division to the Deputy Director General for Finance and Administration through the Treasurer who shall note thereon his approval, disapproval, or alternate suggestions.

5. FUTURE DELEGATION TO THE EUROPEAN REGIONAL OFFICE:

- a. It shall be the policy of the Headquarters office to delegate to the European Regional Office authority for the approval of budget requests from country missions in Europe immediately following the conclusion of the basic agreement (between UNRRA and the government

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concerned). It shall be the ultimate objective to develop an arrangement whereby Headquarters will establish a single over-all amount covering all UNRRA expenses (excluding commodities) in the European area for a given period, thereupon delegating to the European Regional Office discretion as to the distribution of this amount between the several country missions and objects of expenditure. Headquarters will restrict itself to a post review under this plan indicating such modifications as it deems necessary in the allotments approved by the European Regional Office.

- b. Pending such arrangement, all mission budget requests shall be subject to final review and approval by Headquarters. In the review of those budgets falling within the scope of the European Regional Office, Headquarters will rely upon such Office for detailed analyses of the estimates from an administrative and operational point of view, and will presume that ERO budget recommendations are based upon a more intimate knowledge of country conditions and mission requirements. Headquarters review will accordingly be substantially confined to consideration of the policies and programs reflected in mission budgets and their fiscal aspects.

6. PREPARATION AND APPROVAL OF PRELIMINARY RECRUITMENT SCHEDULE FOR MISSIONS

- a. Prior to the actual formation of a country mission which shall report to Headquarters, the Chief of Mission, if he is on duty at Headquarters, shall prepare and submit to the Bureau of Finance and Administration through the Bureau of Areas a preliminary estimate of requirements for personal services. If the Mission Chief is not yet on duty, the Bureau of Areas, on its own initiative, shall prepare and submit such estimate. All interested functional divisions or bureaus shall be consulted in its preparation. Following approval, as prescribed in paragraph C below, this estimate will serve as a tentative recruitment schedule for the mission.
- b. The European Regional Office shall be responsible for formulating the preliminary recruitment schedules for those country missions whose organization and supervision has been assigned to that office. Following approval by the Administrative Council, these schedules shall be transmitted to Headquarters for review and final approval by the Bureau of Finance and Administration as provided in paragraph C below.

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- c. After analysis and recommendation by the Budget Division at Headquarters, the Deputy Director General for Finance and Administration is authorized to approve all preliminary recruitment schedules. The head of any major organizational unit, including the Administrative Council of the European Regional Office and the Chief of Mission, may appeal to the Director General the determination of the Deputy Director General for Finance and Administration.
- d. The Budget Division shall prepare an allotment providing funds to cover the approved recruitment schedule, which allotment shall be the authority for incurring commitments for employment of personnel.

7. PREPARATION AND APPROVAL OF INITIAL BUDGET ESTIMATE:

- a. Prior to the departure of the mission to the country assigned, the Chief of Mission, in consultation with interested bureaus and divisions, shall be responsible for developing a budget estimate covering all funds required by the mission for the initial period of its organization and operations prior to the approval of a definitive mission budget as provided in subsequent sections of this order. This budget shall cover estimates for personal services, travel and subsistence expenses, communications, supplies and materials, equipment, other contractual services, and special services.
- b. In the case of Chiefs of Mission reporting direct to Headquarters, these estimates shall be submitted through the Bureau of Areas to the Bureau of Finance and Administration for review by the Budget Division and approval by the Deputy Director General for Finance and Administration.
- c. In the case of Chiefs of Mission reporting to the European Regional Office, such estimates shall be submitted to the Administrative Council for its review and recommendation to Headquarters. After analysis and recommendation by the Budget Division, the Deputy Director General for Finance and Administration is authorized to approve such estimates in the form of an allotment order.
- d. The head of any major organizational unit, including the Administrative Council of the European Regional Office and the Chief of Mission, may appeal to the Director General the determination of the Deputy Director General for Finance and Administration.

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8. PREPARATION OF MISSION BUDGETS:

- a. Estimates for a definitive budget for a field mission shall be initiated by the Chief of Mission after he is stationed at his post of duty. All budget requests for personnel or operations within the scope of activity of the mission shall be approved by the Chief of Mission.
- b. The Chief of Mission shall present, as soon as practicable after arrival at his post of duty, an estimate of proposed expenditures covering all operations of the missions, exclusive of commodities for relief and rehabilitation purposes. Upon submission to and approval by Headquarters, such budget shall become the authority of the Chief of Mission to take action and conduct operations within the scope of the budget so approved.
- c. Such budget will initially cover the period ending 30 June 1945. Thereafter, it shall be submitted to cover a period ending 30 June or 31 December, but not to exceed one half calendar year. However, the Chief of Mission may in his discretion submit a budget for a calendar quarter. The budget will include estimates of expenditures for:
 - (1) Personal services;
 - (2) Travel and subsistence;
 - (3) Communications;
 - (4) Supplies and equipment for management and office activities as defined in Administrative Order No. 46;
 - (5) Equipment;
 - (6) Other contractual services;
 - (7) Special services;
 - (8) Reserve for emergencies.
- d. All proposed expenditures covered by the budget estimate shall be segregated insofar as possible in the approximate amounts of the several currencies required.
- e. The Chief of Mission shall subsequently, not later than thirty days preceding the succeeding budget period submit a budget estimate for that period. He may also from time to time submit interim budget revisions as conditions require. Each item in the estimate should be supported by a narrative justification explaining the need and basis of the estimate with work load and experience factors where possible.
- f. When the status of his program and organization is sufficiently stabilized to permit the projection of his budget estimate over a longer period, the Mission Chief may submit

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a budget for a period not exceeding an entire calendar year requesting budgetary authorization to cover such period.

- g. Budgets of those country missions whose supervision has been assigned to the European Regional Office shall be submitted to such Office for its review and recommendation. Concurrently, two copies of the estimate shall be transmitted by the mission to Headquarters which shall await the recommendation of the European Regional Office before taking final action.

9. LOCAL CURRENCY:

- a. In connection with the preparation of his budget request, the Mission Chief shall estimate his requirements for local currency to meet anticipated expenditures in such currency within the overall budget developed as above. The Mission Chief may revise his estimate of local currency requirements periodically as need arises and may request additional funds of the government accordingly.
- b. Such estimates of local currency requirements shall be submitted to the appropriate representative of the government concerned for consultation and provision of necessary funds.
- c. The Mission Chief is authorized to use and expend the local currency funds so provided in his discretion. No officer or employee of the mission may obligate or expend local currency funds except upon specific authorization from the Mission Chief or his designated representative after review by the officer in the mission responsible for budgetary control.
- d. The agreement of the government to provide local currency and its intended uses classified in the above budget categories, shall be reported to Headquarters along with the regular budget, but no further authorization for its expenditure will be required from Headquarters.

10. APPROVAL OF MISSION BUDGETS:

- a. Upon receipt of the budget estimate at Headquarters, a copy shall be routed immediately to the Budget Division in the Bureau of Finance and Administration.
- b. After review and consultation with the Bureau of Areas and other bureaus and divisions, the recommendation of the Budget Division shall be formalized as an allotment order.

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The Deputy Director General for Finance and Administration, acting for the Director General, is authorized to approve such allotment orders. The head of any major organizational unit, including the Administrative Council of the European Regional Office and the Chief of Mission, may appeal to the Director General the determination of the Deputy Director General for Finance and Administration.

11. FORM OF BUDGET AUTHORIZATION: The allotment order will serve as the authorization of the Chief of Mission to establish budget credits on his account records and to obligate and expend funds within the limits established thereby. The allotment order will authorize funds for the following categories:

a. Personal Services

- (1) This amount will be broken down by sub-allotments conforming to programs and services. Mission Chiefs are authorized to transfer amounts between these sub-allotments. Headquarters, and the European Regional Office when applicable, shall be promptly notified of such transfers.
- (2) Within the amounts established for personal services, Mission Chiefs may recruit such personnel and effect other personnel actions as desired, subject to Headquarters personnel regulations and subject to such further regulations as may be prescribed by the European Regional or other supervisory office with respect to recruitment sources, appointments, promotions, reclassifications, and other personnel actions.
- (3) The Mission Chief shall advise the office to which he reports (Headquarters, European Regional Office, or other supervisory office as the case may be) of his recruitment needs outside the area of local recruitment in which he operates, and no recruitment specifically intended for the particular mission will be undertaken by such office except upon a request by the Mission Chief.
- (4) No requests for recruitment (outside the area of local recruitment) shall be made by the Mission Chief unless funds are available in the mission allotment for the payment of salaries and other expenses of the personnel so requested for recruitment.

b. Expenses for Other Than Personal Services

- (1) Lump sum amounts for each of the following categories shall be allotted:

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- (a) Travel and subsistence expenses;
- (b) Communications;
- (c) Supplies and materials;
- (d) Equipment;
- (e) Other contractual services;
- (f) Special services.

(2) The Chief of Mission is authorized to transfer amounts between the above expenditure categories, provided that no such category is accumulatively increased more than 20% by such transfers without approval by the appropriate regional or other supervisory office or Headquarters. All transfers, in whatever amounts, shall be reported immediately to the regional or supervisory office concerned and Headquarters.

- c. Reserve for Emergencies: These funds may be allocated to such emergency purposes as the Mission Chief may determine. They are intended to be used for contingencies and other bona fide emergencies not foreseeable at the time of preparing the budget estimate. All uses or transfers of these funds shall be currently reported to Headquarters through the regional or other supervisory office when applicable.

12. BUDGETARY CONTROL:

- a. Within the approved budget amounts, the Chief of Mission is authorized to obligate and expend funds and may delegate this authority to such subordinate officials in such manner as he may determine. It is the responsibility of the Mission Chief to establish a system which will provide adequate budgetary control in order to conserve UNRRA resources and assure the wise use of all allotted funds.
- b. The amounts authorized by the allotment orders or revisions thereof shall be entered upon the allotment ledger maintained by the mission as budgetary controls, and no obligations of UNRRA funds shall be incurred unless they are within the unobligated balance of the allotment.
- c. However, the annual salaries of Mission personnel at the end of any budget period shall not exceed the aggregate annual salary on which the allotment is based.
- d. All allotments are to be for the budget period and are not accumulative; that is, all unobligated balances at the end of each budget allotment period are to be rescinded and will not be available for obligation in any subsequent period.

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- e. If for any reason approval of a budget request for a succeeding period has not been received by the Mission Chief prior to the beginning of that period, he is authorized to obligate and expend funds at a rate not to exceed an amount equal to one and one quarter times the amount of the previous authorization.

13. STATUS REPORTS. The Chief of Mission shall transmit to Headquarters, with copies concurrently to the regional or other supervisory office, within five working days after the close of each month, a report of the status of allotment in such form as the Treasurer shall prescribe. This shall include a report on local currency receipts and expenditures. On or before the 20th day of each month, the Division of Accounts shall render a report to the Deputy Director General for Finance and Administration, the Treasurer, the Budget Division, the Division of Finance and the Bureau of Areas on the status of all budgetary allotments.

BY ORDER OF THE DIRECTOR GENERAL

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Never issued

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SUBJECT: RESPONSIBILITIES FOR THE APPOINTMENT OF FIELD PERSONNEL

1. PURPOSE: This order sets forth the respective responsibilities of the several organizational units with respect to appointments made at Headquarters of persons destined to be assigned to country missions operating in areas in which relief and rehabilitation operations are conducted.

2. RESPONSIBILITIES OF BUREAUS AND DIVISIONS:

- a. The Personnel and Training Division will assist functional bureaus and divisions in developing staffing plans, preparing position descriptions, and determining qualification standards, and will work with the bureaus and divisions in securing and considering qualified candidates. The Personnel and Training Division will be responsible for (1) the recruitment of qualified candidates and recommendation of the best available candidates to the bureaus and divisions for their consideration; (2) the investigation of the qualifications of candidates, (3) the observance of all personnel policies of the Administration, including salary standards, (4) the maintenance of qualification standards of persons appointed, and (5) the final approval and processing of all appointments. This Division will also be responsible for determining the suitability for field assignment of all native born United States and Canadian nationals.
- b. The Functional Bureaus and Divisions will be responsible for the initiation of the appointments of candidates in their respective fields for authorized positions, and will select the best qualified candidates from those available after reviewing (1) their professional, technical, and administrative competence, and (2) the personal qualifications of candidates under consideration.
- c. Bureau of Areas: With reference to Chiefs of Mission, Deputy Chiefs for Distribution, District Directors, Camp Management Personnel, Distribution, Transportation, and Warehouse Officers, the Bureau of Areas will be responsible in like manner as is outlined for functional bureaus and divisions in 2 b. above. Except for appointment actions relating to a candidate who is a native born United States or Canadian national, all actions for appointment of mission personnel will be promptly forwarded by the Personnel and Training Division to the Bureau of Areas. The Bureau shall adjudge the suitability of

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each such candidate with reference to the (1) acceptability to the population groups involved, (2) probable ability to work effectively with the authorities in the area, (3) the need of the mission, in the light of current plans and requirements, for a staff member to perform the assignment contemplated for the candidate, and (4) acceptability to the Chief of Mission, if appointed. The Bureau of Areas shall promptly notify in writing the initiating bureau or division of its disapproval of any case and the reasons therefor.

- d. The Health Division will be responsible for review of the medical examination and the determination of the physical fitness of the candidate for the proposed assignment.

3. COMMITMENTS: No appointments of mission personnel and no commitments prior to appointment, written or verbal, will be made by the initiating bureau or division without the concurrence of the Bureau of Areas and the final approval of the Personnel and Training Division.

4. APPEALS: In case of failure of the initiating bureau or division, the Bureau of Areas and/or the Personnel and Training Division to reach an agreement in any case, the action shall be submitted to the Deputy Director General for Finance and Administration who shall determine such cases.

5. APPLICATION OF ADMINISTRATIVE ORDER NO. 49: Persons appointed for assignment to the field shall also meet the requirements of Administrative Order No. 49, "Requirements which Field Service Personnel Must Meet Prior to Assignment to the Field," relating to physical and other qualifications which are necessary in order to meet conditions which may arise in the field.

6. APPLICABILITY: This order is applicable to Headquarters only.

BY ORDER OF THE DIRECTOR GENERAL

SUBJECT: DEFINITIONS OF OPERATING ADMINISTRATIVE EXPENSE AND DIRECTIVE
FOR CHARGING EXPENSE TO THE APPROPRIATE ACCOUNTING CLASSIFICATIONS

1. PURPOSE: The purpose of this order is to define for all fiscal purposes including budgeting, accounting, and reporting, the terms "operating expense" and "administrative expense", and to direct that the Administration's accounts reflecting its fiscal transactions from the commencement of its activities be classified in accordance with the definitions contained herein. These definitions and the directive for the corresponding classification of accounts for the fiscal year 1944 and ensuing fiscal years are based on the recommendations of the Committee on Financial Control of the Council, accepted at the Second Session of the Council, Montreal, Canada, 26 September 1944.

2. USE OF THE TERM "EXPENSE": "Operating expenses" are those identifiable with operating activities, and "administrative expenses" are those identifiable with administrative activities: for the purpose of definition, there is, therefore, a coincidence of the expense with the related activity. When the term "expense" is used herein it refers to any fiscal transaction such as: obligations incurred; cash disbursements representing either actual expense under the generally accepted accounting definition of expense, or disbursements for commodity acquisition to be expended only when the commodities are distributed; and commodity distribution.

3. RELATIONSHIP OF EXPENSE TO BUDGETS AND FUNDS: Expense shall be charged in the accounts as "operating expense" or "administrative expense" in accordance with the definitions herein regardless of whether the transactions are against an operating budget or an administrative budget, and of whether the disbursement for such expense are made from operating or administrative funds. Adjustments shall be made periodically between funds to reflect the distribution of expense between the appropriate classifications as charged on the accounts under the definitions herein.

4. OFFICES COMBINING OPERATING AND ADMINISTRATIVE ACTIVITIES: In most cases expenses of an office of the Administration will be either all "operating expense" or all "administrative expense." In some cases, however, an office of the Administration may be engaged in both operating and administrative activities, although the budget for the office will be either an operating budget or an administrative budget. Expenses that are identifiable with a specific activity shall be charged directly as either "operating expense" or "administrative expense" as prescribed in Paragraph 3, and in accordance with the definitions that are contained herein. Expenses for general overhead such as rent or office services that cannot be directly identified with either operating or administrative activities in an office combining both activities, shall be charged to "operating expense" if the amount of personal service chargeable to operating expense under the definition of operating expense is in excess of 50% of total personal service expense; otherwise, expenses for general overhead shall be charged to "administrative expense."

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5. DEFINITION OF "OPERATING EXPENSE": In the recommendations of the Committee on Financial Control of the Council referred to in Paragraph 1, operating expenses are defined as follows:

"Operating expenses" shall include all costs incurred for personal services and related facilities and services, as well as the cost of commodities provided, within the countries served by the Administration. Under this plan of classification, all expenditures for the support of field missions serving in liberated areas, just as the expenditures for supplies handled by the mission would be classified as operating expense.....The expenditures for the maintenance of field missions which fall to be paid in other than local currency of the liberated area would come from and be charged to the general contributions of the contributing countries, and those incurred within a liberated area would be paid from the local currency made available by the government concerned or received from the sale of supplies."

Section 5 of Resolution No. 43, adopted at the Second Session of the Council, contains the following additional provision with relation to "operating expense"

"Such incidental expenses as may be incurred by administrative officials and employees during temporary and limited stays within a liberated area and which fall to be paid out of the local currency of the area, may be charged to operating expense."

Under the above definition the classification of "operating expense" shall include the following:

- a. All costs of the support of field missions and of all other groups or units concerned with relief and rehabilitation serving in liberated areas or in countries such as those of North Africa or former enemy territory in which the Administration conducts displaced persons operations; but excepting the costs designated in Paragraph 6, Subdivisions b and c.
- b. The cost of all relief and rehabilitation services within the country in which the Administration conducts operations, including health and welfare services, agricultural and industrial rehabilitation, and transportation and warehousing of commodities from the original port of entry to ultimate point of distribution. This includes all costs directly related to relief and rehabilitation operations incurred by missions or other offices that are engaged in both operating and administrative activities in accordance with Paragraph 4: i.e., the costs of personal service, travel, and other related items of expense of technicians in the various fields of relief and rehabilitation.
- c. The cost of the care of refugees and of activities concerned with displaced persons. This includes all costs directly related to the supervision of camps and of displaced persons activities incurred by missions that are engaged in both operating and administrative activities in accordance with Paragraph 4: i.e., the costs

28 March 1945

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of personal service, travel, and other related items of expense of technicians and supervisory personnel, and other costs directly identifiable with these activities.

- d. The cost of commodities for distribution within the countries in which the Administration conducts operations. The cost of commodities shall include the cost of transportation and warehousing to the port of entry to which consigned. Expenditures comprising such cost represent: (1) those against budgetary allotments for commodity procurement; and (2) those against budgetary allotments for ocean transportation and warehousing which are distributed to determine the landed cost of commodities.
- e. The cost of personal service and other items of expense of personnel chargeable to the budget classification "Field Service Unassigned" in any office of the Administration prior to the assignment of the personnel to a specific office or mission. The date of assignment shall be the date of Form No. FI-23.
- f. All costs in connection with training schools in the nature of holding centers located in liberated areas which are established for the purpose of advanced training of personnel near the scene of relief and rehabilitation operations. These costs shall include all supervisory costs as well as the personal service, travel, and related items of expense of the personnel in training. (Note: Supervisory costs of training programs conducted by a supervisory, administrative office shall be charged to administrative expense in accordance with Paragraph 6 Subdivision a).
- g. Expenses of personnel of supervisory, administrative offices during temporary and limited stays within a liberated area, and which fail to be paid out of the local currency of the area.
- h. Costs of missions or offices that are engaged in both operating and administrative activities, that are not directly identifiable with either activity but are allocable to operating expense on a pro rata basis as provided in Paragraph 4.

6. DEFINITION OF "ADMINISTRATIVE EXPENSE": In the recommendations of the Committee on Financial Control referred to above, "administrative expenses" are defined as follows:

"Only the cost of personal service and related items of the Headquarters, Regional and Sub-regional offices, and other groups concerned with general administrative and policy forming functions shall be classified as "administrative expense."

Under the above definition of "administrative expense" this classification shall include the following:

- a. All costs chargeable to the budgets of the supervisory, administrative offices, including all supervisory costs connected with

28 March 1945

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training programs for personnel recruited for foreign service, but excepting the costs designated in Paragraph 5, Subdivision herein. (Note: Costs of personal service, travel, and other related items of expense of personnel in training are chargeable to operating expense in accordance with Paragraph 5, Subdivision herein).

- b. The costs of missions for procuring or for making arrangements for procuring commodities for services in a supplying country (i.e., a country whose home territory has not been invaded by the enemy), other than the costs of commodities procured.
- c. The cost of any group, delegation or mission, in liberated areas or elsewhere, whose function is limited to observation and appraisal of needs.
- d. The costs of all other groups or units concerned entirely with general administrative and policy forming functions.
- e. Costs of missions or offices that are engaged in both operating and administrative activities, that are directly identifiable with administrative activities.
- f. Costs of missions or offices that are engaged in both operating and administrative activities, that are not directly identifiable with either activity but are allocable to administrative expense on a pro rata basis as provided in Paragraph 4.

7. ACCOUNTS AND FISCAL RECORDS: The books of account and all other fiscal records of the Administration shall be maintained so as to reflect the classification of expenses in accordance with the definitions in this Administrative Order. All expenses for the fiscal year 1944 that have not been classified in accordance with the above definitions shall be reclassified and entered in the appropriate accounts.

8. APPLICABILITY: This order shall have general applicability.

BY ORDER OF THE DIRECTOR GENERAL

APPENDIX A

The following illustrations will serve as a guide for the determination of the proper classification, i.e., operating or administrative, to which expenses shall be charged.

- A. Missions (including China Area Office and Paris Forward Office or Mission to France) engaged entirely in operating activities.
 - 1. All expenses of missions concerned with relief and rehabilitation operations (including displaced persons operations and cost of supplies, transportation by sea or inland, warehousing, etc. in liberated areas will be classified as operating expenses.
 - 2. All expenses of displaced persons activities and camp operations not in liberated areas (i.e., North Africa and former enemy territory) will be classified as operating expenses.
 - 3. All expenses of supply missions not operating in liberated areas will be classified as administrative expenses.
 - 4. All expenses of observer missions, the functions of which are observation and reporting, and as to which at the time of their dispatch there is no intention that they shall engage in operations, dispatched from supervisory, administrative offices, (Washington - London - Sydney - Mediterranean Liaison - other supervisory, administrative offices, as established) will be classified as administrative expenses.
 - 5. Missions combining both operating and administrative activities such as the Balkans Mission and missions to neutral countries.
 - a. All expenses of the operating staff, including supervision and operation of camps, will be classified as operating expenses.
 - b. All expenses of the consulting staff (doctors, etc.) will be classified as operating expenses.
 - c. All expenses of the supervisory, administrative staff (including supply technicians, accountants, etc.) will be classified as administrative expenses.
 - d. Undistributed overhead expenses, such as rent and office services, not directly chargeable either to operation or administration, will be classified as operating expenses if more than 50% of the total personal service expense is directly chargeable to operating activities; otherwise, such expenses will be classified as operating expenses.

- B. Washington - London - Sydney - Mediterranean Liaison - other supervisory, administrative offices as established.
1. All expenses of these offices including supervisory expenses of training programs will be classified as administrative expenses (Note: Expenses of personnel in training are chargeable to Field Service Unassigned and are classified as operating expenses in accordance with the exception specified below.).
 2. Exception: All expenses of personnel chargeable to Field Service Unassigned in these offices prior to assignment to a specific mission or office, will be classified as operating expenses. (The term "assignment" means the date of Form No. FI-23.)
- C. All expenses of personnel chargeable to Field Service Unassigned in any office of the Administration prior to assignment to a specific mission or office will be classified as operating expenses. (The term "assignment" means the date of Form No. FI-23.)
- D. Expenses of personnel of supervisory, administrative offices (Washington - London - Sydney - Mediterranean Liaison -- other supervisory, administrative offices as established) as may be incurred during temporary and limited stays within a liberated area and which fall to be paid out of the local currency of the area, will be classified as operating expenses.
- E. All expenses of training schools in the nature of holding centers located in liberated areas which are established for the purpose of advanced training of personnel near the scene of relief and rehabilitation operations, will be classified as operating expenses.

General Type of Item of Expense for

Exceptions

Chargeable

Section of Administrative Order Applicable

1. Supervisory, administrative offices (Washington - London - Sydney - Mediterranean Liaison other supervisory, administrative Offices as established.)	All expenses of personnel chargeable to Field Service Unassigned in these offices prior to assignment to a specific mission or office. (See Item 3)	Administrative	6 a
2. Personnel of supervisory, administrative offices (Washington - London - Sydney - Mediterranean Liaison, other supervisory offices as established) temporarily in a liberated area whose expenses are paid out of the local currency of the area.		Operating	5 g
3. Personnel chargeable to Field Service Unassigned in any office of the Administration prior to assignment to a specific mission or office.		Operating	5 e
4. Missions concerned with relief and rehabilitation operations (including displaced persons operations and cost of supplies, transportation by sea or inland, warehousing, etc.) in liberated areas.		Operating	5 a - 5 b - 5 h
5. Displaced persons activities and camp operations not in liberated areas.		Operating	5 c
6. Supply missions not operating in liberated areas.		Administrative	6 b
7. Groups or delegations dispatched from supervisory, administrative offices (Washington - London - Sydney - Mediterranean Liaison - other supervisory, administrative offices as established).		Administrative	6 c

General Type of Item of Expense for	Exceptions	Chargeable	Section of Administrative Order Applicable
8. Supervisory, administrative staff of Balkans Missions and missions to neutral countries	All expenses of consulting staff (See Item 9)	Administrative	4 - 6 e
9. Consulting staff of the Balkans Missions and missions to neutral countries.		Operating	4 - 5 b
10. Operating staff, including supervision and operation of camps and of displaced persons programs of Balkans Missions and missions to neutral countries.		Operating	4 - 5 c
11. Undistributed general overhead expenses of Balkans Missions and missions to neutral countries, such as rent and office services, not directly chargeable either to administration or operation if more than 50% of personal service expense of the offices is directly chargeable to administrative activities.		Administrative	4 - 6 f
12. Undistributed general overhead expenses of Balkans Missions and missions to neutral countries, such as rent and office services, not directly chargeable either to administration or operation if more than 50% of personal service expense of the offices is directly chargeable to operating activities.		Operating	4 - 5 h
13. Paris Forward Office		Operating	5 a
14. Training Programs of supervisory, administrative offices (Washington - London - Sydney - Mediterranean Liaison - other supervisory, administrative offices as established).	All expenses of personnel chargeable to Field Services Unassigned in these offices. (See Item 3)	Administrative	6 a
15. Training Programs at advanced centers near the base of relief and rehabilitation operations.		Operating	5 f

11 April 1945

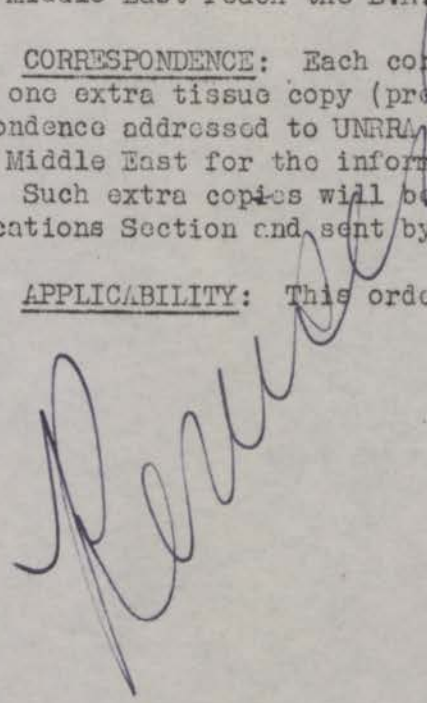
SUBJECT: RECEIPT BY E.R.O. OF COMMUNICATIONS
INITIATED BY HEADQUARTERS

1. PURPOSE: The purpose of this order is to direct that copies of all correspondence and telegrams initiated by Headquarters for representatives in Europe, Africa, and the Middle East be forwarded to the European Regional Office.

2. TELEGRAMS: The Code and Cable Unit of the Communications Section shall be responsible for insuring that appropriate copies of all telegrams dispatched to UNRRA representatives in Europe, Africa, and the Middle East reach the E.R.O. by air mail.

3. CORRESPONDENCE: Each correspondent at Headquarters shall prepare one extra tissue copy (preferably the green copy) of all correspondence addressed to UNRRA representatives in Europe, Africa, and the Middle East for the information of the European Regional Office. Such extra copies will be detached by the Postal Unit of the Communications Section and sent by air mail to the E.R.O. daily.

4. APPLICABILITY: This order shall be applicable to Headquarters only.


BY ORDER OF THE DIRECTOR GENERAL

12 June 1945

Page 1

SUBJECT: FLOW OF COMMUNICATIONS TO MISSIONS FROM HEADQUARTERS

1. PURPOSE: The purpose of this order is to direct the flow of communications to Missions under the authority of the E.R.O. through that office.

2. ROUTING: Pursuant to the 3 May delegation of authority to E.R.O., all communications to missions or offices under the direction of E.R.O., except in areas of work clearly exempted by the 3 May delegation, shall be directed to the E.R.O. and not to the Missions. Exceptions to this procedure shall be cleared with the Senior Deputy Director General personally.

3. CORRESPONDENCE: All letters going to E.R.O. concerning policy matters shall be addressed to Commander R.G.A. Jackson. The system of sending communications to E.R.O. addressed to Mr. Mooney is hereby rescinded. Such letters may be signed at Headquarters by the heads of the Bureaus or Offices who, in doing so, have the responsibility of clearing pertinent points with other officials affected. The above statement applies to all European missions with the exception of the Polish Delegation. Matters relating to Poland have not been delegated to E.R.O. and as a result all messages relating to policy, whether cables or letters, are to be cleared with the Chief of the Polish Delegation. Letters may be sent on other than policy matters to members of E.R.O. staff. In the forwarding of such communications, the heads of the Bureaus and Offices are expected to exercise judgment to insure that Commander R.G.A. Jackson is not bypassed on any policy matter.

4. INFORMATIONAL TRANSMISSIONS: All correspondence addressed to members of the E.R.O. staff which deal in whole or in part with official business of any kind, is to be mailed through the Headquarters office so that copies will be available to the Administration. In this way each day all copies of letters will be made available to the Office of the Country Mission Affairs for post-mailing review and possible circulation. No official action shall be taken as a result of informal or personal communications.

5. Letters addressed by the heads of bureaus or offices shall be signed by the head of the bureau and office as their own action and shall not be prefaced by the statement "For the Director General."

6. APPLICABILITY: This order shall be applicable to Headquarters only.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE & ADMINISTRATION

15 May 1945

SUBJECT: UNRRA POLICY REGARDING ACCEPTANCE OF DECORATIONS
OR OTHER HONORS BY UNRRA STAFF MEMBERS

1. Members of the Administration are not allowed while employed by UNRRA to accept decorations or other honors, whatever the form, from governments on account of services rendered, either by themselves personally or by the Administration, to such governments. Proposals to confer such decorations should be promptly declined by the individual concerned.

2. This does not preclude staff members accepting honors intended as reward for services rendered prior to employment by the Administration or for services having no connection with its work.

3. This order applies to all UNRRA staff and shall be effective immediately.

BY ORDER OF THE DIRECTOR GENERAL

18 May 1945

Applicable only to Headquarters

SUBJECT: FUNCTIONS OF THE OFFICE OF COUNTRY MISSION AFFAIRS

61

The Office of Country Mission Affairs created by the Director General's Order of 3 May shall have the following functions:

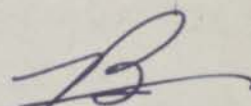
1. Represent the country missions in the Headquarters organization without assuming any operating responsibilities.
2. Review after dispatch, but only for conformity to general policy and not for clearance, all communications going to country missions.
3. Receive or have made available to it, for informational purposes only, a copy of all communications from country missions and/or relating to specific geographic areas.
4. Advise the Senior Deputy Director General and the Headquarters executive staff generally on the status and development of country mission activities and on general social and economic conditions in areas of interest to UNRRA and act as the focal point at Headquarters for information affecting country missions.
5. Advise the bureaus, divisions and offices on current conditions and problems in individual areas and assist them as requested in the preparation and/or review of operational programs for such areas.
6. Provide or maintain as required liaison with the appropriate representatives and/or departments of member governments.
7. Advise the Senior Deputy Director General in connection with his responsibility for liaison between Headquarters and the E.R.O. on all matters affecting country missions.
8. Act as the channel at Headquarters for the handling of such country mission narrative reports and communications as may, from time to time be agreed upon between the Bureau of Finance and Administration and the Office of Country Mission Affairs.
9. Perform such other functions as are assigned from time to time by the Office of the Senior Deputy Director General.

BY ORDER OF THE DIRECTOR GENERAL

70-61

Mr. Richard Brown
307

21 May 1945



TO: All Bureau and Office Heads

FROM: Corrington Gill
Deputy Director General for the
Bureau of Finance and Administration

SUBJECT: Application of Administrative Order No. 61

Since the Order Memorandum from the Director General, dated 3 May 1945, specifies that the Far Eastern Division shall be within the administrative jurisdiction of the Bureau of Services, and since the other Country Desks are within the administrative jurisdiction of the Office of Country Mission Affairs, all persons are advised that the provisions of Administrative Order No. 61, dated 18 May 1945, are not applicable to the Far Eastern Division, particularly as to the routing of communications, cables and reports.

Such matters as are exempted from the provision of Administrative Order No. 61 by this memorandum should be taken up, or routed, directly with the Far Eastern Division through the Bureau of Services.

21 May 1945

Mr. Cartney
760
[Signature]



TO: All Bureau, Office and Division Heads
FROM: Corrington Gill
Deputy Director General for Finance and Administration
SUBJECT: Application of Administrative Order No. 61

Preface with the Chairman's statement

In order to expedite the flow of communications, cables and reports all persons concerned are advised that material which formerly routed to the Far Eastern Division of the Bureau of Areas should now be routed to the Far Eastern Division of the Bureau of Services.

All other communications, cables and reports formerly routed to the Country Desks of the Bureau of Areas should now be routed to the Country Desks of the Office of Country Mission Affairs in accordance with Administrative Order No. 61 dated 18 May 1945.

[Handwritten signature]

11 June 1945

SUBJECT: EMPLOYMENT OF WIVES IN UNRRA OFFICES

1. PURPOSE: The purpose of this order is to state the policy of the Administration with respect to the employment of a husband and a wife on the staff of the same office located away from their home station, i.e., Headquarters, Regional Office, country mission, an office engaged in displaced persons operations, procurement office, or other office.

2. STATEMENT OF POLICY:

- a. A husband and wife may not be employed on the staff of the same office located away from their home station except upon the formal determination by the head of that office or the Chief of Mission permitting employment of husbands and wives on the staff of the respective office or country mission.
- b. If the head of an office or the Chief of Mission has made a determination permitting husbands and wives to be assigned to duty in the same mission or the same field office, a husband and wife may be assigned for duty in such mission or office only under the following conditions:
 - (1) Each is employed solely on his own qualifications, irrespective of the employment of the other, and is the best qualified candidate available at the time of employment.
 - (2) They shall not be employed in positions where one would supervise the work of the other, or be in a position to influence the promotion, advancement, assignment, or the granting of special privilege to the other, and shall not be employed in the same subordinate organizational unit.
 - (3) When employed for field assignment, both shall understand that the station to which each shall be assigned will be determined by the operational requirements of the Administration and they shall be prepared to serve wherever assigned.
- c. A husband and wife shall not be engaged for employment with the Administration if, as a condition of their employment, they insist on working as a "team" with respect to a particular functional activity, or request that they be assigned to duty in the same area.

3. APPLICABILITY: This order shall have general applicability.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL FOR FINANCE AND ADMINISTRATION

22 June 1945

Page 1

SUBJECT: CLOTHING ALLOWANCE FOR FIELD PERSONNEL

1. PURPOSE: This order authorizes the issuance of a clothing allowance to personnel assigned to field missions requiring special clothing and equipment for relief and rehabilitation operations.

2. DEFINITION OF CLOTHING ALLOWANCE: The clothing allowance shall consist of:

- a. A cash payment of \$100.00 to each field mission employee. This amount shall be used toward the procurement of specific items of clothing and equipment considered essential.
- b. Items procured by the Administration for issuance to field mission personnel. Value of these items shall not exceed \$80.00 for each employee recruited through Headquarters and \$100.00 for each employee recruited through the European Regional Office or field office. Employees purchasing these items will be entitled to reimbursement.

3. APPLICATION: Effective 1 May 1945 this order applies to all persons employed by UNRRA who are or have been assigned to field missions requiring special clothing and equipment for relief and rehabilitation operations. The Deputy Director General for Finance and Administration or the ERO Administration is authorized to extend the application of this order to employees with special assignments.

4. AUTHORITY:

- a. The authority to determine personnel eligible to receive (1) the cash payment only or (2) the cash payment and items issued free to persons recruited through Headquarters shall be lodged in the Deputy Director General for Finance and Administration, or his nominee; and for persons recruited through the ERO in the head of that office, or his nominee.

5. DETERMINATION OF FREE ISSUE ITEMS: The Deputy Director General for Finance and Administration is authorized to determine the clothing and equipment items which shall be issued free to employees (2b).

6. PROCEDURE FOR AUTHORIZATION FOR THE CLOTHING ALLOWANCE FOR EMPLOYEES RECRUITED THROUGH HEADQUARTERS: The Personnel and Training Division will certify that the employee is eligible to receive the \$100.00 cash allowance, (2a) and will also prepare and give to him the necessary authorization to enable him to obtain items of free issue (2b).

22 June 1945

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Cash allowance and free-issue items will be issued at date the individual is alerted for overseas departure. Authorizations may be given at an earlier date when such action is felt to be necessary to insure proper preparation for departure.

Prior to his departure overseas, the employee will be required to certify that he has secured the minimum prescribed requirements of clothing and equipment.

If for any reason an employee does not proceed overseas after he has received a cash allowance and/or free-issue items, the Director of the Personnel and Training Division will determine the extent to which UNRRA should be reimbursed and advise the Accounts Division accordingly.

7. PROCEDURE FOR AUTHORIZATION FOR THE CLOTHING ALLOWANCE FOR EMPLOYEES RECRUITED THROUGH ERO: ERO shall prescribe the procedure to be followed in the issuance of the clothing allowance for persons recruited through that office.

8. CLAIMS FOR RETROACTIVE ALLOWANCES: All personnel employed by UNRRA as of 1 May 1945 who are or have been assigned to field missions requiring special clothing and equipment for relief and rehabilitation operations in country missions are entitled to the cash clothing allowance of \$100.00 less deductions of amounts which have been reimbursed to the individual by the Administration for purchase of items other than those which have been declared free-issue items. Any individual claiming a cash allowance will be required to certify as follows: "I certify that payment of this claim of \$___ will not cause the total reimbursement to me for clothing and equipment, other than for free-issue items, to exceed \$100."

Claims for retroactive allowance by employees stationed outside of their home station may be approved by the Chiefs of Mission on the above certifications and the office of recruitment shall be advised of the settlement for post-audit review.

Claims received at Headquarters or ERO subsequent to 1 October 1945 will be disallowed.

9. APPLICABILITY: This order has general applicability.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

23 June 1945

Page 1

SUBJECT: COURIER SERVICE AND COMPLETE USE OF BAGGAGE ALLOWANCE

1. PURPOSE: This order defines UNRRA's policy in respect to the carrying of letters, articles or other items for the Administration, member governments, or other organizations, by employees when traveling on official business; provides for the use of weight allowances for baggage made available by such employees; and prescribes the procedure for effecting such use.

2. STATEMENT OF POLICY:

- a. Courier Service by an Employee. Under no circumstances shall an employee while traveling on official business act as a courier by carrying letters, parcels or other items for member governments, or other organizations, except as officially authorized by the Administration.
- b. Use of Baggage Allowance. It is desirable that any weight within the allowance for baggage of an UNRRA employee when traveling on official business which is not fully utilized by the employee be considered as available for the use of the Administration for the expeditious transmittal of official communications or the forwarding of parcels or other properties of the Administration.

3. INTENT OF THE POLICY STATEMENT:

The intent of this policy is:

- (1) To safeguard the privileges and immunities accorded by many governments, by prohibiting Administration employees from rendering special services beyond the scope of our regular activities for any government, and
- (2) To most effectively utilize that portion of the weight allowance made available to the employee traveling on official business, which he does not require for his own purpose.

4. PROCEDURE FOR UTILIZATION OF UNUSED WEIGHT ALLOWANCES: In order to utilize most effectively that portion of the weight allowance made available by an employee traveler, the following procedure will be adhered to:

a. At Headquarters:

- (1) All official communications to be sent overseas by traveler shall be transmitted to the Communica-

tions Section of the Division of Administrative Services, and that Section will clear when necessary with the Security Officer for censorship in conformance with military regulations and arrange for dispatch by a traveler when weight is available.

- (2) All parcels or items other than communications to be sent overseas by traveler shall be forwarded to the Procurement and Property Section of the Division of Administrative Services and that Section will, after clearance with the Security Officer for conformance with customs and military regulations, arrange for the dispatch of such items by traveler when weight is available.

- (3) Whenever available weight allowances are to be used, the appropriate sections named in the paragraphs above will transmit the request to the Travel Section, which will designate the traveler within whose weight allowance the communications, parcels or other items may be included.

b. At E.R.O. or Other Offices of the Administration:

- (1) The head of the regional office or of other offices of the Administration will adopt such internal procedures, applicable to their respective offices, as may be required to effectuate the policy set forth in this order.

5. APPLICABILITY: This policy statement shall have general applicability.

6. This order supersedes General Bulletin No. 122 and any other orders or bulletins of prior date which may be in conflict.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

28 June 1945

Page 1

SUBJECT: AIR TRANSPORT COMMAND SERVICES

1. PURPOSE: This order establishes the procedure for the procurement and issuance of air travel tickets and the documentation and shipment of material and supplies to points overseas served by the Air Transport Command, hereinafter referred to as the ATC.

2. TERMS AND CONDITIONS OF AGREEMENT WITH THE AIR TRANSPORT COMMAND:

a. General:

- (1) The agreement between the Administration and the ATC provides for the use of ATC facilities by the Administration for both overseas passenger travel and shipments of material and supplies.
- (2) All invoices will be due and payable at Headquarters office in U. S. dollars.
- (3) U. S. tax will be included on all travel provided for UNRRA, subject, however, to any waiver the Administration may negotiate with the Treasury Department of the United States. In the event of such waiver the ATC, on presentation of a certified copy of such waiver will give effect to its conditions in billing for service rendered.
- (4) As a guarantee for the payment of all obligations incurred for air travel and air cargo service, the Administration has placed an initial deposit of \$200,000 with the ATC subject to review and adjustment at periodic intervals. This deposit is held by the ATC as UNRRA Trust Fund No. 218922.
- (5) The agreement may be terminated, and any unused part of the deposit recovered, by the Administration giving notice of termination to the ATC at least seven months in advance of such anticipated termination date.

b. Passenger Air Service:

- (1) Requests for air travel tickets will be honored by the personnel of the ATC in all echelons where the Administration has indicated air travel service is now required.

28 June 1945

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- (2) The ATC will authorize its various Headquarters and commanding officers in other parts of the world to accept UNRRA transportation requests and provide appropriate facilities.
- (3) Air transportation will be billed at current tariff rates for the proven travel during each month.

c. Cargo Air Service:

- (1) Air cargo will be accepted for shipment upon receipt of the Cargo Shipment Request, Form ATC-PT-67. Until this form has complete distribution, air cargo will be accepted for shipment on properly authorized statements written on regular UNRRA letterheads and bearing the signature of an approving official.
- (2) In the absence of a schedule of rates, the office originating the shipment shall secure the current rate on each specific shipment for record purposes. The value of the request will be entered on Form ATC-PT-67 by the ATC Revenue Traffic Division at point of issuance.
- (3) Statements will be rendered by the ATC monthly to Headquarters office on all cargo shipments reaching their destination and covered by the regular ATC Revenue Consignee Acceptance.

3. ADMINISTRATIVE RESPONSIBILITIES AND PROCEDURES:

- a. Passenger Air Service: The responsibilities in connection with Passenger Air Service are assigned to the Travel Section of the Administrative Services Division at Headquarters or the appropriate unit in other offices responsible for the performance of this function. The term "Travel Section" will hereinafter refer to the Travel Section at Headquarters or the appropriate unit in other offices. The documents to be used and the procedures to be followed are prescribed in the following sections:
 - (1) Air Transportation Requests: Air travel tickets will be issued by the ATC, except as noted below, upon presentation of an Air Transportation Request, Form AD-42, properly executed by an authorized issuing officer of the Administration. The head of the Travel Section shall designate the officer or officers who shall execute such requests. A separate request will be required for each traveler served or ticket procured. As a temporary measure, pending full distribution of regular air transportation request forms

23 June 1945

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AD-42, ATC will accept requests for transportation when on UNRRA letterheads and authorized by the designated officer or officers.

Copies of all air travel documents shall be forwarded immediately following issuance to Headquarters - Accounts Division, Washington, D. C. The Air Transportation Requests will be issued in all instances in an original and two copies. Their distribution will be as follows:

Original to the traveler for surrender to the appropriate local representative of the ATC who will enter the value thereon and forward to ATC, Revenue Traffic Division, New York. ATC New York Office will submit this original, after audit, to Accounts Division in support of statement rendered.

Duplicate copy will be dispatched immediately by UNRRA issuing office to Headquarters Office, Accounts Division.

Triplicate copy will be retained by office issuing transportation request.

The ATC officer, when issuing transportation, will deliver to the traveler a "Revenue Ticket" and "Passenger Receipt" Form ATC-PT-41A. The traveler will surrender the Revenue Ticket to the ATC flight officer and forward the Receipt to Headquarters Office, Accounts Division, immediately upon completion of his journey.

- (2) Ticket Returns: When a flight has not been made as scheduled and the traveler is obliged to return the ticket unused to the Travel Section, a return ticket receipt will be issued by the designated officer in quadruplicate and distributed as follows:

Two copies to Accounts Division, Headquarters

One copy to Travel Section,

Fourth Copy to the traveler in receipt for the returned ticket.

- (3) Ticket Cancellations: When it becomes necessary to return an unused ticket to the ATC for cancellation and credit against the original purchase, the Travel Section, in the event the ticket cannot be reissued, will immediately arrange for the cancellation and prepare a ticket Distribution, Form FI-65, in original and two copies to cover

28 June 1945

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the return of the ticket to the ATC for credit.

The original and one copy of the form, with the ticket attached, shall be forwarded immediately to the Accounts Division at Headquarters. One copy shall be held in the issuing Travel Section for completion of the records of that section.

b. Cargo Air Service:

- (1) The responsibilities in connection with the Cargo Air Service, except as noted in Section 4, are assigned to the Ocean Shipping Branch of the Bureau of Supply at Headquarters or the appropriate unit in other offices responsible for the performance of this function.
- (2) The Ocean Shipping Branch at Headquarters shall be responsible for assembling, approving and forwarding to the Accounts Division at Headquarters all necessary accounting documents appertaining to all ATC cargo shipments, wherever originating. It will also be the responsibility of the Ocean Shipping Branch at Headquarters to expedite all such documents for prompt audit and payment by the Accounts Division at Headquarters.
- (3) The procedure now in effect for ocean steamship cargoes will, in general, be applied to air cargo shipments, except for the following variations:
 - (a) Delivery Receipts: At the time of making delivery to the ATC air cargo terminal the forwarding official will instruct the ATC to charge the air transportation costs to UNRRA's deposit, Trust Fund No. 218922, and will secure a receipt from ATC for the delivery to it. The receipt shall be dispatched immediately to Headquarters office, Ocean Shipping Branch, to be relayed to the Accounts Division Headquarters before the close of the current month.
 - (b) ATC Final Documents: In order to secure reimbursement for the transportation costs of air cargo, the ATC will bill UNRRA for all shipments fully cleared to the end of each month, supporting their statement by:
 - (i) the original Cargo Shipment Request, Form ATC-PT-67; (ii) copy of the ATC Revenue Airway bill issued by the ATC station accepting shipment; and (iii) the original of the ATC Revenue Consignee Acceptance, Form ATC-PT-95E, as evidence of delivery.

4. BAGGAGE SHIPMENT BY AIR: When in the opinion of the Chief of the Procurement and Property Section, Administrative Services Division, or the appropriate unit in other offices responsible for performance of this function,

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an overseas shipment of administrative supplies can be dispatched more advantageously as added baggage for one or more travelers making the trip, rather than as air cargo, it shall be the duty of the Travel Section to make arrangements with the traveler and with the ATC for the clearance of the extra shipment as accompanied baggage.

The overseas office or mission shall be notified of any shipment dispatched as baggage in this manner. The forwarding office shall also notify the Audit Unit, Accounts Division, at Headquarters concerning the extra weight allowances and charges, if any, authorized to cover the added baggage weight.

5. APPLICABILITY: This order shall have general applicability.

CORNINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

28 June 1945

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*Superseded
Field Order 86*

SUBJECT: UNRRA POLICY ON EXTENDING TRAINING ASSISTANCE
AND FACILITIES TO MEMBER NATIONS

1. PURPOSE: This order states the policy of the Administration with respect to extending training assistance and facilities to member nations.

2. POLICY: It shall be the policy of the Administration within the authorities vested in it by Council Resolutions to grant requests received from member governments for assistance in providing technical experts for training or assisting in training in those technical fields closely allied to UNRRA's program of relief and rehabilitation such as health, welfare, agriculture and industrial rehabilitation, provided that:

- a. With respect to furnishing technical experts and training facilities to the member governments such assistance at UNRRA's expense will be confined to: (1) liberated recipient countries not in a position to pay for relief and rehabilitation supplies and services with suitable foreign exchange; (2) technical aspects of relief and rehabilitation consistent with UNRRA's authorized program and which will benefit the government's and/or UNRRA's efforts in those fields in a reasonable period of time and which in no wise appear to supplement or compete with the established educational facilities of a country.

Such training experts are to be recruited, given required orientation, transportation by UNRRA, to operate as part of an UNRRA mission staff or be detailed to the member government for such assignments as will be mutually agreed upon between UNRRA and the respective member government. During such details, technical personnel will be administratively responsible to the Mission Chief, ordinarily through the appropriate technical representative on the staff of the Mission; they will be fully responsible to the government for all technical and operational assignments including day by day supervision.

- b. Such assistance may likewise be provided to countries in a position to pay for relief and rehabilitation supplies and services with suitable foreign exchange, provided that necessary arrangements are agreed to between the Administration and the Governments with respect to the government's bearing the expense incurred.

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- c. With reference to the furnishing of training opportunities to technical experts of the member governments, the Administration will provide "fellowships" at UNRRA's expense to experts for further training in those technical fields closely allied to the government's and/or UNRRA's basic programs of relief and rehabilitation, such as, for example, health, welfare, agricultural rehabilitation, etc.

Such "fellowships" will usually represent cost of transportation, maintenance and tuition, to be granted to those technical experts selected by mutual agreement between UNRRA and the respective member government and to be trained in such technical fields and at such places as may be jointly agreed to by the governments and UNRRA. In selecting candidates every attempt will be made to choose those persons who will give assurance of returning to their countries and to work in the fields of relief and rehabilitation which formed the object of their studies. Technical "fellowships" will be available to recipient countries not in a position to pay for relief and rehabilitation supplies and services with suitable foreign exchange upon request in numbers consistent with the recognized needs of the requesting country and the budgetary limitations of UNRRA. The planning and supervision of fellowships will be a responsibility of the appropriate organizational unit.

3. APPLICABILITY: This order shall have general applicability.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

ADMINISTRATIVE ORDER NO. 67

10 July 1945

SUBJECT: TRANSFER OF FAR EASTERN DIVISION

1. In my memo of 3 May setting forth certain organizational changes, I stated under III-e, "The Far Eastern Division will for the time being be in the Bureau of Services." The situation has now been reviewed and effective at once this division will be made a part of the Office of the Senior Deputy Director General, in recognition of the fact that its functions are of a coordinating character relating to the several bureaus and offices at Headquarters.

2. APPLICABILITY: This order shall be applicable to Headquarters only.

Discontinue

By Order of the Director General

455612

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11 July 1945

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SUBJECT: CONTROL OF RECRUITMENT FOR EUROPEAN REGION

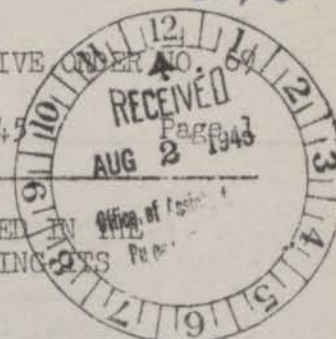
1. PURPOSE: The purpose of this order is to prescribe a procedure in accordance with the directive of the Director General of 3 May 1945 effectively to centralize and control recruitment at Headquarters of personnel for assignment to the European Regional Office or to missions and offices reporting to E.R.O.
2. PROCEDURE: The following procedure shall be adhered to in all cases:
 - a. No recruitment of personnel for appointment to a position in the E.R.O. or a mission or offices reporting to the Regional Office shall be undertaken by any organizational unit at Headquarters except at the specific request of E.R.O. for the assistance of Headquarters.
 - b. All requests shall be immediately routed to the Personnel and Training Division.
 - c. The Personnel and Training Division shall, in consultation with the appropriate bureau or other office at Headquarters, recruit such personnel and shall further process all such personnel actions.
 - d. All communications from Headquarters concerning recruitment, selection and appointment of such personnel shall be initiated or cleared by the Personnel and Training Division and directed to the Personnel Division at E.R.O.
 - e. Upon the appointment of a person recruited in response to a request from E.R.O., the Personnel and Training Division shall immediately notify the European Regional Office and transmit a Form P-3 to that office.
3. APPLICABILITY: This order is applicable to Headquarters only.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE & ADMINISTRATION

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

ADMINISTRATIVE ORDER NO. 69

1 August 1945



SUBJECT: SHIPMENT OF SUPPLIES OTHER THAN THOSE INCLUDED IN UNRRA
ADMINISTRATION'S PROGRAM TO COUNTRIES REQUIRING
FINANCIAL ASSISTANCE

1. PURPOSE: The purpose of this order is to state the policy of the Administration with respect to the shipment of supplies other than those included in the UNRRA program to countries requiring its financial assistance; and to assign responsibilities for effectuating this policy at the several offices of the Administration.

2. STATEMENT OF POLICY:

- a. General: The Administration recognizes that governments and national authorities of liberated areas requiring UNRRA's financial assistance must, using other financial resources, import additional relief and rehabilitation supplies and reconstruction and essential goods which do not come within the scope of UNRRA's relief and rehabilitation program. Recognizing that its assistance is transitory and that steps towards the resumption of normal trade should be encouraged as far as possible, UNRRA desires to cooperate as far as it is able to that end. Whenever requested by the government or national authority, the Administration is prepared to facilitate the import of such essential goods in accordance with the provisions of this order.
- b. Shipments Within Ocean Shipping Allocations to UNRRA for Its Program: Within the ocean shipping allocations requested by UNRRA for its relief and rehabilitation program, the Administration will accept for shipment the essential goods referred to in paragraph (a) only if they can be shipped as filler cargo on vessels carrying UNRRA relief and rehabilitation supplies, or if the government in agreement with the UNRRA mission, places so high a priority on these goods that it is prepared to forego the shipment of equivalent tonnage of UNRRA relief and rehabilitation supplies. In accepting shipments under these conditions, the Administration will do so provided it has received proof of the desire of the government to import the goods, and of the willingness of the supplying countries to export those goods and provided appropriate financial arrangements have been made with the Administration concerning any expenses that may be involved.

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- c. Shipments Not Included in Ocean Shipping Allocations to UNRRA for Its Program: With respect to requests for allocations of shipping other than UNRRA requests for its program, it must be recognized that the United Maritime Authority, which controls the allocation of the shipping facilities included in the United Nations shipping pool, presently requires that one consolidated program for a given country of destination be presented to it by one agreed agency. In the event that the government of the country requiring UNRRA's financial assistance names UNRRA as that agency, the Administration undertakes to submit to the United Maritime Authority a consolidated request for shipping. Such request will include the government's requests for shipment of supplies other than those included in UNRRA's program, with the understanding that all shipping arrangements covering cargo beyond that included under paragraph b will be made by the importing government except as may be expressly agreed between the importing government and UNRRA.

3. ASSIGNMENT OF RESPONSIBILITY:

- a. At Headquarters: At Headquarters, the responsibility for devising appropriate procedures, suitable in each instance, to effectuate this policy is assigned to the Bureau of Supply.
- b. At the European Regional Office: At the European Regional Office, the responsibility for devising appropriate procedures, suitable in each instance, to effectuate this policy shall be assigned to the appropriate organizational unit in the European Regional Office designated by the head of that office.
- c. In a Country Mission: In each country mission, the responsibility for devising appropriate procedures, suitable in each instance, to effectuate this policy shall be assigned to the appropriate organizational unit in the Mission designated by the Chief of the Mission.

4. APPLICABILITY: This order shall have general applicability.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

3 August 1945

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SUBJECT: HEADQUARTERS PROCEDURE FOR FIELD PERSONNEL RETURNED FOR
REASSIGNMENT, TERMINATION OR COMPENSATION STATUS

1. PURPOSE: This order prescribes the procedures to be followed at Headquarters with respect to field personnel returned either directly or through the supervisory office by a Chief of Mission for reassignment, termination, or compensation status, and provides for review of cases which require special consideration, including questions of compensation status under Administrative Order No. 22; it supplements Administrative Order No. 55, dealing with termination of appointments and transfer for reassignment.

2. INFORMATION REQUIRED FROM COUNTRY MISSIONS: The Chief of Mission, under Administrative Order No. 55, is required to secure prior instructions by the supervisory office before a field employee may be returned to his home station for reassignment, termination, or compensation status. In every case (reassignment, termination, compensation status) the Chief of Mission is required to furnish the following information to Headquarters:

- a. By cable that the employee is being returned, the reasons therefor, and the approximate date of arrival.
- b. By airgram any confidential information in regard to the reasons for his return, the record of any appeal from a termination action, employees' work record and an evaluation of his performance in the field.
- c. With the employee and also by airgram all other information necessary for final financial settlement, (including information relating to any possible claim for compensation under Administrative Order No. 22) reassignment, or completion of termination action, including certification concerning personal accountability of employee for UNRRA property. (See Administrative Order No. 55 for detailed instructions to Chiefs of Mission).

3. NOTICE OF RETURN: The Personnel Services Branch of the Division of Personnel and Training will receive all notices of return of field employees to Headquarters for reassignment, termination or compensation status. Each bureau or office shall advise the Personnel Services Branch concerning the return of field employees. This Branch shall be responsible for obtaining expeditious determination of the action to be taken with respect to the return of the employee. It will be responsible for notifying the appropriate supervisory office of any Headquarters decisions in connection with the return or reassignment of a field employee to the same Mission.

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4. EXPEDITIOUS HANDLING OF RETURNED FIELD PERSONNEL: Upon arrival in Washington the field employee will report directly to the Personnel Services Branch. The appropriate organizational unit concerned will so direct the employee if he first reports to his bureau or office. Every effort shall be made to expedite termination, reassignment, or compensation status. Except under most unusual conditions such determination should be reached within 6 working days. The Personnel Services Branch shall, during the above mentioned six-day period, determine the probable maximum duration of the necessary waiting period. Until a determination with respect to reassignment or determination is reached each employee who does not actually maintain an available residence in Washington or its suburbs will be paid in lieu of subsistence and living expense a per diem of \$6.00 per day. Upon determination that the employee is to be terminated, he shall be given the advance notice as prescribed in Article VII, Section 7, paragraph 5 of Administrative Order No. 47.

5. TEMPORARY ASSIGNMENTS: When it is determined that a returned field employee will be assigned to temporary duty at Headquarters, a personnel action creating a temporary position and transferring the employee to the Headquarters staff will be made. The Form P-2 transferring the field employee will be initiated by the appropriate bureau or office for initiating and approving signature. The Personnel Services Branch shall assist, if necessary, in expediting the required action.

6. RESPONSIBILITY OF HEADQUARTERS: The following functions will be performed by specified Headquarters organizational units:

a. The Returned Field Personnel Section of the Personnel Services Branch shall:

- (1) Conduct the initial interview with employee.
- (2) Instruct employee concerning other interviews and action required to complete the necessary personnel action and to effect final settlement of accounts. In all cases the employee will be referred for interview to the appropriate bureau or office.
- (3) Advise the appropriate bureau or office of the evaluation of the employee; obtain from the appropriate bureau or office, and when necessary from the Utilization Section of the branch, its recommendation with respect to reassignment or termination; and review the proposed action for conformity to UNRRA personnel policies.

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- (4) Arrange a schedule for reporting to appropriate UNRRA officials by employee concerning phases of field operations in which he was engaged.
 - (5) Furnish the Accounts Division the required information with respect to payment of return transportation expenses.
 - (6) Arrange for a complete medical examination by the Health Division and direct each employee to report for such medical examination and follow up on such directions and arrangements.
 - (7) Arrange for consultation with the Insurance and Claims Section whenever there is a question of a claim under Administrative Order No. 22 and furnish Insurance and Claims Section information relating to any possible claim under Administrative Order No. 22.
 - (8) Maintain attendance records, initiate and approve leave request forms while employee is unassigned until disposition, including transfer to temporary or permanent Headquarters line, has been made.
- b. The Utilization Section of the Personnel Services Branch shall:
- (1) Upon referral, interview, arrange additional interviews by other appropriate organizational unit, and advise on any necessary action on all returned field personnel considered for reassignment in a unit other than that to which already assigned.
- c. The appropriate bureau or office concerned shall:
- (1) Initiate recommendations for reassignment, including temporary assignment at Headquarters in its field of activity or for termination of services and initiate the appropriate Form P-2 for such action. The Returned Field Personnel Section may, when required, assist in the preparation of the Form P-2.
- d. The Administrative Services Division of the Bureau of Finance and Administration shall:
- (1) Secure from the employee his Certificate of Identity, receipting therefor.

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- (2) Determine outstanding property charged to the employee, as certified by the mission or field office, and as recorded at Headquarters.
 - (3) Receive all property, receipting therefor.
 - (4) Determine degree of employee responsibility for property not accounted for.
 - (5) Certify status of personal property account.
- e. The Accounts Division, Bureau of Finance and Administration shall:
- (1) Determine and make payments of amount due employee upon receipt of:
 - (a) Form FI-23, showing last payments for salary, living and quarters allowance, unpaid advances, and balances of annual and sick leave.
 - (b) Check list bearing all endorsements.
 - (c) Recommendation by Returned Field Personnel Section re payment of transportation for employee.
 - (d) Form P-3, Notification of Personnel Action.
 - (2) Make final payment to employee, including accrued annual leave, Provident Fund payments and all other payments due in accordance with the conditions of termination.
- f. The Insurance and Claims Section, Bureau of Finance and Administration, shall:
- (1) Determine matters of compensation under Administrative Order No. 22.
 - (2) Arrange for review by the Appeals Committee provided by Administrative Order No. 22 for any cases in which the employee appeals the decision as to compensation benefits to which he is entitled under Administrative Order No. 22.

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g. The Health Division shall:

- (1) Be responsible for providing a medical examination of each field employee reporting for that purpose at the direction of the Returned Field Personnel Section.
- (2) Advise the Returned Field Personnel Section as to whether the employee shall be placed on sick leave or terminated because of his health.
- (3) Furnish the Insurance and Claims Section all medical information which may affect a determination under Administrative Order No. 22.
- (4) Arrange for follow-up medical examination when requested by the Insurance and Claims Section.
- (5) In consultation with the Returned Field Personnel Section, arrange when necessary for the meeting, escorting, hospitalization, or other medical treatment of sick returning field personnel.
- (6) Act as the UNRRA medium of communication with military hospitals in this country concerning UNRRA patients hospitalized in them.
- (7) Arrange when necessary for the transfer of such patients from a military hospital to a non-military hospital or to other appropriate place.

7. RESPONSIBILITY FOR CLEARANCE OF APPEALS: It is the responsibility of the Director of the Division of Personnel and Training to coordinate all information with respect to the termination or reassignment of persons returning from overseas. In performance of this function the views of the heads of the bureaus and offices involved shall be given primary consideration.

If there is disagreement with respect to the action to be taken either on the part of the bureaus or offices affected or the Division of Personnel and Training, it will be the responsibility of the Director of Personnel and Training to summarize all of the facts involved and to present the material with all recommendations to the Deputy Director General of the Bureau of Finance and Administration, whose decision in this matter shall be final.

8. APPLICABILITY: This Order is applicable to Headquarters only.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

SUBJECT: REGULATIONS COVERING REIMBURSEMENT OF EXPENSES AND THE
USE OF PETTY CASH FUND

1. PURPOSE: The purpose of this order is to set forth the regulations governing the type of payments and reimbursements that may be made at Headquarters from the Administration's petty cash fund, the method of claiming reimbursement for payment from the fund, and other uses.

2. AMOUNT OF FUND: The amount of the Administration's petty cash fund will be fixed by the Director of Finance.

3. ITEMS OF EXPENSE WHICH MAY BE REIMBURSED FROM THE FUND: Only expenditures which it would be impracticable to voucher under the regular procuring and disbursing procedures because of their type, size or emergency character may be made from the petty cash fund, i.e.,

- a. Taxicab fares (see limitation in b. below) local bus and street car fares, local telephone calls, postage for mailing after mailroom is closed, postage due, registered mail charges, express charges on packages received "Collect", incidental bills for cartage, emergency travel advances, emergency purchases of administrative supplies and equipment not to exceed \$10 (in accordance with General Bulletin No. 99), and sundry small items of similar character.
- b. The use of taxicabs when other conveyances are available must be justified and the submission of the petty cash voucher attested to that fact. No reimbursement will be made for taxicab expenses by trainees traveling from Headquarters to the Training Center except upon written approval by the Director of the Training Center.
- c. Petty cash reimbursement for local transportation will be made only by the Cashier's Office at 1344 Connecticut Avenue, Room 1217.
- d. No tips or gratuities will be reimbursed.
- e. No payments shall be made to UNRRA trainees from the Training Center's cash fund since this fund is reserved for emergency operating expenses.
- f. No travel advances will be paid from petty cash except in emergencies or when checks cannot be prepared in time for presentation to a bank or other facilities for cashing checks; nor will travel advances be made without approved travel authorization.

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4. METHOD OF CLAIMING REIMBURSEMENTS:

- a. Preparation: All claims will be made on Form FI-90, (Petty Cash Order) properly authorized and approved. Receipted bills where obtainable must be attached. A complete explanation and description of each expenditure must be written on the face or reverse side of the order. Approval of the Procurement Unit of the Division of Administrative Services must be obtained by the claimant for all administrative supplies, equipment and services purchased. Proper preparation of the form by the claimant will expedite payment.
- b. Approval of the Expense: The custodian of petty cash shall keep a file of Forms FI-36, (Signature Authorization Card,) which are of the signatures of Bureau Chiefs and their delegates who are authorized to approve petty cash expenditures. The approving official will be responsible for justification of the claim.
- c. Presentation and Payment: Petty cash orders will not be mailed to the Cashier's office; they must be presented at the Cashier's Office, Room 1217, between 9 a.m. and 4 p.m. by claimant or his delegate at the claimant's risk.

5. CASHING CHECKS: Checks may be cashed for the following:

- a. New recruits during their first two weeks in Washington;
- b. Personnel temporarily assigned to Washington in travel or training status.
- c. Checks will be cashed for Headquarters personnel only in cases of extreme emergency.

No checks will be cashed without proper identification.

Checks will be presented to the bank each day for reimbursement by the petty cash custodian.

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SUBJECT: CERTIFICATION AND APPROVAL FOR PAYMENT OF EXPENSES
INCURRED FOR PHYSICAL EXAMINATIONS, TESTS AND TREATMENT

1. PURPOSE: The purpose of this order is to prescribe the requirements under which obligations may be incurred for physical examinations, tests and treatments outlined as follows and for the certification and approval for payment thereof.

- a. Pre-appointment examination of candidates for employment destined for overseas assignment.
- b. Review examination of employee prior to overseas clearance (as required by Administrative Order No. 49).
- c. Examination for determination of compensation status upon return from overseas service and treatments, authorized in accordance with provisions of Administrative Order No. 22.
- d. Examination under the Group Insurance Plan of employees to qualify under certain conditions.

2. LIABILITY OF THE ADMINISTRATION FOR SUCH EXAMINATIONS AND TREATMENTS:

- a. Pre-appointment Examination: In accordance with established procedure, prior to appointment each candidate for overseas assignment is required to obtain a complete physical examination and forward the report thereof to the Health Division. The applicant is requested to make use of local United States Public Health Service facilities wherever possible, for which no charge is made by the Service. If, however, due to limitations of equipment, laboratory facilities or the inaccessibility of United States Public Health Service facilities to the candidate, the candidate is required to obtain the physical examination elsewhere, the Administration will pay the customary fee at the rate prevailing in the vicinity in which the candidate resides for the routine medical examination. The expense for any examination by specialists, when required, shall be borne by the applicant and will not be reimbursable by the Administration.
- b. Review Examination Prior to Overseas Clearance: The Health Division will make the review examination of an employee prior to overseas clearance provided in Administrative Order No. 49. If, however, it is necessary to obtain the services of specialists in connection with such review examination, the Administration shall also pay the expense therefor authorized by the Chief of the Employee Health Service, Health Division.

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c. Examination Upon Return from Overseas Service and Subsequent Treatment:

- (1) Individuals returning from overseas are examined for the determination of compensation status under Administrative Order No. 22. Such examination will be made by the staff of the Health Division which will submit a report to the Insurance and Claims Section of the Finance Division. If the Health Division deems it necessary to have examinations and tests made by physicians not employed by the Administration, the Administration shall pay for such services at the customary prevailing rates.
- (2) The Administration will also pay for treatments authorized by the Chief of the Employee Health Service with the approval of the Insurance and Claims Section, Bureau of Finance and Administration.

- d. Examinations Required for Group Insurance: Under ordinary circumstances the examination made prior to appointment or prior to overseas clearance will be acceptable by the Insurance Company. If, however, an additional examination is required, expenses for such an examination shall not be reimbursable to the employee by the Administration.

3. CERTIFICATION OF PERFORMANCE OF SERVICES:

- a. Responsibility of the Health Division: It shall be the responsibility of the Chief of the Employee Health Section of the Health Division to certify to the need for and the performance of the services for which the Administration assumes responsibility for payment under the provisions of this order. All bills for payment for such services shall be submitted to him for such initial certification.
- b. It shall be the responsibility of the Insurance and Claims Section of the Finance Division to authorize approval for payment of all bills for expenses, certified by the Chief of the Employee Health Section and incurred in the determination of compensation under Administrative Order No. 22, including examination and subsequent treatments.

4. CERTIFICATION AND APPROVAL FOR PAYMENT: The approving officer in the Division of Accounts shall accept the certification of the Chief of the Employee Health Section and in the case of compensation claims, authorization of approval of the Chief of the Insurance and Claims Section as the required proof of the need for and performance of such medical

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examination and services, and shall certify and approve vouchers for such examination and services in accordance with the provisions of Administrative Order No. 8, "Certification and Approval for Payment of Administrative Expenses."

6. APPLICABILITY: This order shall be applicable to Headquarters only.

29 August 1945

SUBJECT: RECEIVING AND RECORDING OF COMMUNICATIONS DELIVERED BY HAND

1. PURPOSE: The purpose of this order is to provide that all communications transmitted to the Administration by hand shall be delivered immediately to the Communications Section, Postal Unit, Room 201, for recording and routing to the proper offices for action and information.

2. SCOPE: Communications shall, for the purpose of this order, comprise all correspondence, reports, memoranda, cables, airgrams, telegrams, and other documents, including all material classified as "secret", "confidential", "restricted", "safe hand to safe hand", etc.

3. PROCEDURE: It shall be the responsibility of any employee of the Administration to direct immediately all messengers from other agencies, who attempt to deliver communications by hand, at Headquarters, to the Communications Section, Incoming Mail Unit, Room 201. This includes messengers from Congress, embassies and legations, the U. S. State Department, War Department, and other agencies, public or private.

The Communications Section, Incoming Mail Unit, will record and time stamp all such communications and release them immediately to the appropriate offices by special messenger.

4. This order shall be applicable to Headquarters only.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

73

SUBJECT: FUNCTIONS OF THE OFFICE FOR THE FAR EAST

1. PURPOSE: The purpose of this order is to delegate to the Office for the Far East, which was established by the Acting Director General's directive of 28 August 1945, the responsibilities, authorities and functions to be performed by that Office.

2. ASSIGNMENT OF RESPONSIBILITIES: The Office for the Far East will report directly to the Senior Deputy Director General and will have general responsibility for supervising field offices now established or to be established in the Far East and Pacific area.

3. ASSIGNMENT OF FUNCTIONS: In assuming the above responsibility the Office will carry out the following functions:

- (1) To supervise UNRRA offices in the Far East and Pacific areas, including the recommendation of budgets for such offices, the development of appropriate directives, the initiation of personnel appointments and the control of personnel movements, and responsibility for development of such other directions from Headquarters as may be necessary.
- (2) To facilitate at Headquarters the operations of UNRRA offices in the Far East and Pacific areas and to approve and arrange for the establishment in these areas of the appropriate office reporting directly to Headquarters.
- (3) To pull together into area operating programs the plans of the several bureaus and divisions of the Administration for meeting the relief and rehabilitation requirements of the Far East and Pacific areas.
- (4) On the basis of knowledge of conditions existing within the Far East and Pacific areas, to advise the appropriate Bureaus regarding the establishment of timetables and priorities to be applied in the carrying out of the Administration's programs in these areas and to assist in assuring the application of the timetables and priorities agreed upon.
- (5) To act in behalf of UNRRA offices in the Far East and Pacific areas by making representations before the

5 September 1945 Page 2

responsible bureaus and offices at Headquarters for:
a) the prompt procurement and shipment of the relief and rehabilitation supplies, and office and staff equipment; b) the scheduled recruitment, training and dispatch of the necessary field personnel; and c) the appropriate handling at Headquarters of current requests from the field.

- (6) To gather, analyze, and effectively present to the appropriate officials at Headquarters and in the field offices, economic and social intelligence materials essential to the development and operation of the UNRRA programs in the Far East and Pacific areas.
- (7) To be informed of all negotiations between the Administration and the governments of the Far East and Pacific areas or member government agencies in Washington and to participate in these negotiations as may be necessary.
- (8) Currently to advise the Administration, as a result of the study and analysis of reports and personal field inspection, regarding the progress of the Administration's work in the Far East and Pacific areas, and to recommend such basic policies and changes in policies as may be deemed necessary.
- (9) To initiate action through appropriate channels within the Administration in pursuance of and in accordance with resolutions adopted by the Committee of the Council for the Far East and to collaborate with the Secretariat, the servicing, providing information for, and otherwise assisting the Committee in its work; the Director of the Office for the Far East will serve as Secretary of the Committee.

4. DELEGATION TO REGIONAL OR OTHER OFFICES: The Office for the Far East may delegate to the regional office, area offices, field missions or other offices of the mission such of the details and responsibilities referred to in this order as it may find necessary or desirable.

5. APPLICABILITY: This order shall have general applicability.

ROY F. HENDRICKSON
ACTING DIRECTOR GENERAL

11 September 1945 Page 1

SUBJECT: EXTENSION OF FACILITIES AND SERVICES TO PERSONNEL OF
VOLUNTARY AGENCIES ON APPROVED SUPPLEMENTARY PROJECTS

1. PURPOSE: This order sets forth the policy of the Administration with respect to the furnishing of facilities and services to personnel of Voluntary Agencies engaged on Approved Supplementary Projects.

2. DEFINITION OF AN APPROVED SUPPLEMENTARY PROJECT: An approved supplementary project is one which:

- a. Provides a constructive contribution to the relief, health and welfare within an area of UNRRA operation,
- b. Has been approved by UNRRA Headquarters, the Supervisory Regional Office, the Chief of the UNRRA Mission or Field Office and the government of the country in which the project operates,
- c. Is not a part of the program which UNRRA itself is operating.

3. STATEMENT OF POLICY:

- a. Services and Facilities to be Furnished: It shall be the policy of the Administration to extend to the personnel of Voluntary Agencies engaged on Approved Supplementary Projects the same provisions of basic rations, billeting, mess, mission stores and medical facilities as those provided to regular UNRRA personnel.
- b. These facilities and services will be made available to personnel of Voluntary Agencies on Approved Supplementary Projects at such cost to the Voluntary Agency or the personnel of such Voluntary Agency as may be determined by the Chief of the UNRRA Mission in the country where the project will be carried out.
- c. So far as feasible, UNRRA will extend to foreign voluntary relief organizations technical assistance such as facilitating communications and facilitating the transportation of their relief supplies or personnel.

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4. INTENT OF POLICY: The intent of this policy is to (a) implement the established UNRRA policy (Council Resolutions No. 9, paragraph 2) which is intended to encourage the development of voluntary relief agency programs of relief and rehabilitation, supplementary to the UNRRA program, and (b) enable the voluntary agencies desirous of establishing supplementary projects to plan for such projects by assuring that UNRRA will make available to the personnel to be employed on such projects the same facilities and services as those maintained for UNRRA personnel in the same location.

5. This order shall have general applicability.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

SUBJECT: COMMODITY ACCOUNTING

1. General

1.1 Purpose

The purpose of this order is to establish the basic procedure to be used by Headquarters, regional offices, and field offices (Mission or otherwise) in accounting for commodities acquired, on hand, and distributed by UNRRA for relief and rehabilitation operations.

1.2 Official Adoption of "Operations Manual"

The "Operations Manual" covering storage and transport of UNRRA supplies in areas of relief operations is hereby adopted as the official procedure of the Administration in recording physical accountability for UNRRA supplies.

1.3 Responsibilities

The following are the basic responsibilities of the Bureau of Supply and the Bureau of Finance and Administration with respect to commodity accounting:

✓ 1.31 Bureau of Supply. It shall be the responsibility of the Bureau of Supply:

- a. to provide and maintain its prescribed documentation for acquisition, movement and delivery of commodities;
- b. from such documentation to prepare such statistical records as it may require;
- c. as may be agreed from time to time between the Bureau of Supply and the Bureau of Finance and Administration to provide the Bureau of Finance and Administration with reports and information from such statistical records as the latter Bureau may require;
- d. to provide the Bureau of Finance and Administration with such signed copies of documentation as are required by the Bureau of Finance and Administration for maintenance of its commodity accounts;
- e. to provide the Bureau of Finance and Administration with such summary reports as may be required by that Bureau for reconciliation or for reporting purposes;

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- f. to provide the Bureau of Finance and Administration with estimated costs of commodity acquisition when actual costs are not immediately available;
- g. to maintain the procedures and perform the functions prescribed in the "Operations Manual";
- h. to maintain property records and controls over relief and rehabilitation supplies and equipment delivered by the Administration on loan to governments or agencies, for which title remains with the Administration;
- i. to prepare, operate and maintain procedures for adequate quantitative records of commodities in stockpiles, title to which remains with UNRRA pending distribution.

✓ 1.32 Bureau of Finance and Administration. It shall be the responsibility of the Bureau of Finance and Administration:

- a. to maintain accounts for transactions involving commodity acquisitions;
- b. to maintain accounts for transactions involving commodity distribution;
- c. to maintain a file of signed documents supporting the entries in the accounts reflecting commodity transactions;
- d. to maintain adequate warehouse monetary accounting controls over commodity stockpiles in countries where title to commodities remains with the Administration;
- e. to effect such reconciliations between the commodity accounts and the records of governmental or other agencies as may be necessary;
- f. in accordance with procedure prescribed in the "Administrative Property Accountability Manual," to maintain property accounts for all property acquired for use by the Administration and to which it retains title, regardless of whether the property is used for administrative purposes or for relief and rehabilitation operations.

1.4 Effective Date

This order shall be effective as of 26 September 1945, the date of the original Administrative Order No. 76. Its provisions

shall be effective retroactively to cover all commodity transactions affected from the commencement of operations.

2. Commodity Cost

2.1 Elements of Cost

The cost of commodities used in the establishment of the accounting controls described in this order shall be composed of three elements:

2.11 Element A. The invoice price of the commodities. When there is included in the invoice price, or added thereto, an accessorial charge assessed by the procuring agency, such accessorial charge shall be excluded in establishing Element A.

2.12 Element B. The accessorial charge assessed by the procuring agency.

2.13 Element C. Ocean transportation charges.

2.2 Accounting for Cost

Entries in the control accounts, either as the result of an original transaction or as a result of the transmittal of a debit advice, shall be as follows: Element A of cost shall be charged to the appropriate control accounts distributed between the ten standard commodity classifications used in the financial reports; Elements B and C will be charged to separate items of operating expense. The Bureau of Finance and Administration in Headquarters will distribute Elements B and C of cost on a pro rata basis in the preparation of the final accounts of the Administration.

2.3 World Average Price

If it should be found to be desirable to reflect operations in a country on the basis of world average prices, the required adjustments from cost to a world average price will be made at Headquarters level.

3. Commodity Acquisition (other than military surpluses)

3.1 Documentation

The Bureau of Supply in each office of the Administration shall furnish the Bureau of Finance and Administration in that office with the appropriate signed documents required by the Bureau of Finance and Administration for commodity accounting. Such docu-

ments shall be recorded by the Bureau of Finance and Administration in appropriate registers from which summary entries shall be made to the controlling general ledger commodity accounts.

3.2 Method of Accounting

Each office's cost of commodity acquisition, either actual or estimated, shall be charged in the commodity accounts in the Bureau of Finance and Administration of that office to a commodity acquisition account with respect to Element A of cost as described in paragraph 2.1 hereof, and to separate accounts for Elements B and C. Commodity acquisition accounts shall be maintained by the ten standard classifications of commodities used for financial reports. Credits shall be to the appropriate accounts.

3.3 Use of Estimated Costs

3.31 Source of Estimates. Where actual costs of commodity acquisition are not immediately available, the Bureau of Supply shall furnish the Bureau of Finance and Administration with estimated values.

3.32 Price Adjustments to Actual. When an estimated value is used, the credit shall be to a suspense account which shall be charged at the time actual cost becomes available with the originally charged estimated value. At that time the appropriate account shall be credited with the actual value and there shall be a debit or credit to a price adjustment account for the difference between the originally estimated and the actual cost of the commodities. Price adjustments applicable to Element A of cost shall not be distributed between the commodity classifications. Price adjustments to commodity cost which have previously been debited to another office by debit advice, will not be passed on to the office debited, but will be retained in the accounts of the originating office. Periodical clearings of the price adjustment account which may be necessary will be performed at Headquarters level.

3.33 Private Donations. For accounting purposes, estimated values of privately donated commodities shall be considered as actual.

4. Commodity Distribution (other than military surpluses)

4.1 Shipments from Western Hemisphere for Direct Delivery to Recipient Countries or UNRRA Operations

4.11 Issuance of Debit Advices. The Bureau of Finance and Administration at Headquarters shall issue a debit advice to the appropriate regional office for all shipments from the Western Hemisphere consigned to field offices or operations under the jurisdiction of the regional office for direct delivery to recipient countries or UNRRA operations. A memorandum copy of the debit advice shall be sent by the Bureau of Finance and Administration at Headquarters to the field office immediately concerned for memorandum purposes only, to be used as prescribed in paragraph 4.13. For shipments from the Western Hemisphere to field offices reporting directly to Headquarters, the Bureau of Finance and Administration at Headquarters shall issue only a memorandum debit advice to the field office. The debit advices shall reflect as to Element A of cost, the actual or estimated cost of the shipment by the ten standard commodity classifications used for financial reports, separate amounts being shown in total only for Elements B and C.

✓ 4.12 Headquarters and Regional Office Accounting. For shipments to a field office under a regional office, Headquarters shall debit the current account of the regional office and credit the commodity acquisition account; for shipments to a field office reporting to Headquarters, no entry will be made on Headquarters' accounts until the receipted documents are received from the field office as prescribed in paragraph 4.6 at which time the value of the shipment will be charged to commodity distribution expense and credited to the commodity acquisition account as prescribed in paragraph 4.81. The regional office shall maintain a control commodity acquisition account reflecting debit advices received covering shipments to the area coming under its control.

4.13 Field Office Action on Debit Advices. The memorandum copies of the debit advices received by the field offices shall not be entered in the field offices' accounts. The appropriate receipted documents for direct deliveries to recipient countries as prescribed in paragraph 4.6 shall be attached to the copies of the debit advices and shall be forwarded by the field office to the office to which it reports.

4.2 Shipments from Eastern Hemisphere for Direct Delivery to Recipient Countries or UNRRA Operations

4.21 Issuance of Debit Advices. With respect to shipments made from the Eastern Hemisphere to field offices reporting to Headquarters or other regional offices, the Bureau of Finance and Administration of the European Regional Office or of a regional office if such office is a procuring office shall follow the same procedure as prescribed for Headquarters in paragraph 4.11. Likewise, for shipments made from the Eastern Hemisphere to field offices reporting to the European Regional Office or to a procuring regional office, the Bureau of Finance and Administration of that office shall issue memorandum debit advices to the Field Office for memorandum purposes only.

4.22 Headquarters and Regional Office Accounting. Headquarters and regional offices other than the European Regional Office or a procuring regional office shall maintain control commodity acquisition accounts reflecting debit advices received covering shipments to the areas coming under their control. Accounting at the European Regional Office or a procuring regional office shall be similar to that prescribed for Headquarters in paragraph 4.12.

4.23 Field Office Action on Debit Advices. The memorandum copies of the debit advices shall be utilized by the field offices as prescribed in paragraph 4.13.

4.3 Shipments to Warehouses for Trans-Shipment. The procedure prescribed in paragraphs 4.1 and 4.2 applies also to shipments to warehouses specifically for trans-shipping purposes, with the exception of shipments routed through the Brindisi warehouse for which the procedure prescribed in paragraph 4.4 for stockpiling shall apply.

4.4 Shipments for Stockpiling

4.41 Issuance of Debit Advices. For all shipments which are to be stockpiled in a warehouse by a field office, Headquarters or the European Regional Office, whichever initiates the debit advices under the procedure as prescribed in paragraphs 4.11 and 4.21, shall forward to the field office with the memorandum copy of the debit advice an itemized statement of the cost of the commodities shipped which will be used by the field office in establishing the warehouse monetary accounting controls prescribed in paragraph 5. The above debit advice shall indicate that the commodities are to be stockpiled and not to be delivered directly on off-loading

to the recipient country. Headquarters or the regional office to which the field office reports shall forward to the field office a formal debit advice covering such shipments with respect to Element A of cost with memorandum entries only showing the totals of Elements B and C.

- 4.42 Headquarters and Regional Office Accounting. On the basis of the debit advice to the field office, Headquarters or a regional office to which the field office reports shall enter a charge on its accounts against the field office for Element A of the cost of the shipment.
- 4.43 Field Office Action on Debit Advice. The field office receiving the debit advice reflecting commodities shipped for stockpiling shall enter a charge on its accounts for commodity acquisition which shall be supported by the detailed warehouse monetary accounts prescribed in Section 5.

- 4.5 Diversions of Shipments. If a shipment is diverted from its original destination, or if a decision to stockpile UNRRA commodities is made locally at a field office without prior notice to the office which initiated the shipment, a cable advising the necessary particulars of the decision shall be despatched immediately to Headquarters or the regional office from which the shipment was initiated, in order that a suitable amendment can be made to the debit advice. If the control accounts of an office other than the office initiating the shipment are affected by the diversion, a copy of the cable shall be despatched to the office where the accounts are affected.

4.6 Documentation Evidencing Direct Delivery on Off-Loading

- 4.61 Shipments Initiated After 1 November 1945. Documentation for accounting purposes evidencing delivery of commodities to a recipient country or an UNRRA operation shall be, with respect to shipments initiated after 1 November 1945, a combined out-turn and discrepancy report which is prescribed in supplemental instructions to the "Operations Manual" issued by the Bureau of Supply. It shall be the responsibility of the Bureau of Supply in each office to obtain such documentation.

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- a. Signatures. The outturn report shall be signed for UNRRA by an accredited official of the field office and/or a duly authorized agent, and for the recipient government by a duly authorized agent of the recipient government who shall affix the official government seal thereto. An agent may sign for the government provided it is authorized to affix the government seal or has been authorized by the government to utilize its own seal. The consolidated discrepancy report shall be signed for UNRRA as prescribed above. The field office shall maintain a file of correspondence with the government with respect to the designation by the government of approved signers. Two sets of all approved specimen signatures shall be forwarded by the field office to the European Regional Office, to Headquarters, and to a regional office other than the European Regional Office to which a field office reports.
- b. Distribution of Documentation Two signed copies of the above documentation shall be provided for the Bureau of Finance and Administration in the field office of which one copy shall be retained and one copy shall be attached to the memorandum copy of the debit advice covering the shipment as prescribed in paragraph 4.11 and forwarded to the Bureau of Finance and Administration in the regional office to which it reports, or to Headquarters if it reports to Headquarters, for accounting action and permanent filing as prescribed in paragraph 4.81. Distribution of additional copies of the documentation for the purpose of accounting for losses is prescribed in paragraph 6.11.

4.62 Shipments Initiated Prior to 1 November 1945. When documentation equivalent to that prescribed in paragraph 4.61 has not been or cannot readily be prepared for shipments initiated prior to 1 November 1945, the Bureau of Supply shall be responsible for obtaining from the recipient government a blanket official UNRRA receipt in the following form:

I, _____, designated representative of the Government of _____ hereby declare that the Government of _____ has received goods, supplies, materials and equipment as covered by Bills of Lading Nos. _____ ex Vessel _____, arrived at Port of _____ on _____ and that they were received in apparent good condition subject to normal losses and damages.

(Date)

(Representative of UNRRA)

(Government Representative)

(Seal)

In the event the government is unwilling to accept the losses as normal, the receipt may be qualified by including available details of the agreed shortages and damages. If the field office enters into a supplemental agreement with the recipient government defining "normal losses and damages", copies of the agreement shall be forwarded as prescribed for the distribution of documentation. The official UNRRA receipt shall be used only as prescribed in this paragraph. Signatures and distribution shall be as prescribed in paragraph 4.61.

4.7 Documentation Evidencing Delivery from Stockpiles

4.71 Deliveries Within Country in Which Stockpile is Located
Documentation for deliveries from stockpile within the country in which the stockpile is located shall be the delivery orders and transfer requisitions as prescribed in the "Operations Manual". It shall be the responsibility of the Bureau of Supply in the field office to obtain such documentation. Signed copies shall be retained in the Bureau of Finance and Administration in the field office to support the accounting prescribed in paragraph 4.82. Signatures on the documentation evidencing receipts of commodities must be acceptable in accordance with provisions of paragraph 4.61(a). Where deliveries are of a retail nature a confirmatory governmental acknowledgment may be obtained covering groups of documentation prescribed above.

4.72 Deliveries from Stockpile by Inter-Office Transfer.
When commodities are shipped from a stockpile in one country to another country, the Bureau of Finance and Administration of the field office in which the stockpile is located shall issue a memorandum debit advice to the field office in the recipient country which will return the receipted documentation as prescribed in paragraph 4.6 with a copy of the debit advice. The receipted documentation shall be retained in the Bureau of Finance and Administration of the field office that originated the shipment to support its commodity accounts.

4.8 Accounting for Commodity Distribution

4.81 Direct Deliveries to Recipient Countries or UNRRA Operations
The Bureau of Finance and Administration in the field office shall maintain no accounts reflecting direct deliveries of commodities on off-loading to recipient countries or UNRRA operations. The value of commodities so distributed shall be reflected in the accounts of the Bureau of Finance and Administration in the regional

office to which the field office reports, or in Headquarters if it reports directly to Headquarters. Such deliveries shall be recorded at the regional office or at Headquarters, wherever the controlling accounts are maintained, in appropriate registers from which summary entries shall be made to the controlling general ledger commodity accounts. The basis of the entries shall be the receipted documentation returned by the field office with the copies of the debit advices as prescribed in paragraph 4.6.

- 4.32 Deliveries from Stockpiles The Bureau of Finance and Administration, in a field office that delivers commodities to a recipient country or an UNRRA operation from a stockpile, shall maintain accounts reflecting commodity distribution as prescribed in section 5. The basis of the entries shall be the receipted documentation as prescribed in paragraph 4.7. The value of such commodity distribution shall be reflected by the Bureau of Finance and Administration of the field office in its periodical financial reports to the office to which it reports where it shall be incorporated in the controlling accounts.

5. Commodity Warehousing

- 5.1 Documentation of Commodity Movements When it is necessary to stockpile commodities in a warehouse in the field prior to distribution, documentation of the movement of commodities shall be maintained in accordance with the "Operations Manual" and procedures laid down by the Bureau of Supply in accordance with its responsibility as prescribed in paragraph 1.31 (i).
- 5.2 Stock Records In accordance with the "Operations Manual", transfer requisitions and delivery orders shall be maintained by the Bureau of Supply in warehouses to record the quantity status of each type of commodity. Under that procedure a separate record will be set up to distinguish each shipment of similar commodity items, and issue shall be priced for accounting purposes as prescribed in paragraph 5.3 on a first in first out basis. No physical segregation of commodities is necessary to accomplish this as it is an accounting operation.
- 5.3 Pricing Copies of the transfer requisitions and delivery orders, prescribed in the "Operations Manual", shall be priced by the Bureau of Finance and Administration in the field office on the basis of the detailed lists of commodity costs of each shipment that accompany the debit advices as prescribed in paragraph 4.41.
- 5.4 Field Office Commodity Accounting for Stockpiles Acquired by Inter-

Office Transfer

5.41 Commodity Acquisition The Bureau of Finance and Administration in each field office shall maintain a commodity acquisition account for all commodities sent to a stockpiling warehouse as a result of an inter-office transfer, which will be written up from the debit advices received from the office to which it reports, as prescribed in paragraph 4.43. Each debit advice shall be charged to the afore-mentioned account and credited to the current account of the regional office to which the field office reports, or to Headquarters if it reports to Headquarters. Subsidiary accounts shall be maintained by the ten standard commodity classifications used in financial reporting. Those accounts shall be supported by appropriate registers in which shall be entered the priced copies of the transfer requisitions prescribed in paragraph 5.3.

5.42 Commodity Distribution Priced copies of delivery orders and transfer requisitions prescribed in paragraph 5.3 shall be entered in appropriate registers in the Bureau of Finance and Administration by the ten standard commodity classifications, from which monthly summary entries shall be recorded in the general ledger account for commodity distribution. Where confirmatory governmental acknowledgments are used as referred to in paragraph 4.71, they shall be related to the delivery orders and maintained in file to support the accounts.

5.43 Reporting. The Bureau of Finance and Administration of the field office shall report commodity acquisition and distribution in its periodical reports to the office to which it reports.

5.5 Field Office Commodity Accounting for Commodities Acquired Locally Commodity accounting for commodities acquired locally and stockpiled shall be in accordance with section 3 and paragraph 5.4 hereof.

5.6 Brindisi Warehouse The Brindisi warehouse shall be treated on a stockpile basis and shipments to it shall be in accordance with the procedure prescribed in paragraph 4.4 hereof. Commodity accounting at the Brindisi warehouse shall follow the procedure prescribed in paragraphs 5.1, 5.2, 5.3 and 5.4. When onward shipments are made from Brindisi, a memorandum debit advice shall be sent to the field office in the recipient country (e.g. Albania) and that office shall obtain the receipt from the government of the recipient country in accordance with provisions of paragraph 4.6, and return it with the copy of the debit advice to the Brindisi office where

it shall be retained in file to support the commodity accounts.

- 5.7 Warehouse Records at UNRRA Operations In cases, such as the UNRRA refugee camps, where the commodities are considered as distributed at the time of their delivery to the camps, the warehouse records should be maintained after the time of the write-off to distribution in accordance with the "Operations Manual" in quantity only, and prices and value will not be placed thereon.
- 5.8 Trans-shipment Warehouse Where commodities are warehoused for trans-shipment purposes only, with the exception of those shipped to Brindisi, copies of the documentation prepared at the time of reshipment shall be submitted by the field office to the Bureau of Finance and Administration at the regional office (or at Headquarters) to which the field office reports, at which level the appropriate entries will be made to the controlling accounts. Warehouse records should be maintained in accordance with the "Operations Manual" in quantity only, and prices and value will not be placed thereon.
- 5.9 Effective Date for Warehouse Monetary Accounting Recording in monetary terms in the accounts of the Bureau of Finance and Administration of the field offices as prescribed in section 5 for stockpiling operations shall apply only to shipments initiated as from 1 November 1945. Monetary accounting for shipments initiated prior to that date will be maintained at the regional office level. With respect to inventories in stockpiles representing commodities shipped prior to 1 November 1945, a separate quantitative record shall be maintained in the field office on an unpriced basis to 31 December 1945. At that time, any remaining stock shall be priced and thereafter complete monetary accounts shall be maintained at the field office. On the regional office accounts, the charge-off to commodities distributed expense as at 31 December 1945 shall be the total value of commodities shipped to the stockpile prior to 1 November 1945 less the value of inventory at 31 December 1945 and subject to any reported deficiencies that will be written off.

6. Commodity Losses

6.1 Losses in Transit

6.11 Documentation In addition to the distribution prescribed for accounting purposes in paragraph 4.6 of documentation evidencing receipt of commodities, copies of the prescribed documentation shall be distributed as follows: for shipments originating in the Western Hemisphere, two copies to the Bureau of Supply at Headquarters; for shipments originating in the Eastern Hemisphere, two copies to the Bureau of Supply at the European Regional Office, or to the Bureau of Supply at the regional office acting as a procuring office. For the purpose of accounting for losses and establishing claims, one of those copies shall be made available to the Bureau of Finance and Administration. These copies of the documentation shall be forwarded as prescribed for all shipments regardless of whether they were for direct delivery to a recipient country, to an UNRRA operation, or to a field office for stockpiling.

6.12 Accounting for Losses. With respect to shipments received from the Western Hemisphere, the cost of commodities lost in transit shall be recorded in a register in the Bureau of Finance and Administration in Headquarters, through a medium of the discrepancy reports included in the documentation referred to in paragraph 6.11, and shall be entered in summary form in the controlling general ledger commodity accounts as a charge to a losses in transit account. Accounting for losses in transit for commodities shipped from the Eastern Hemisphere shall be maintained in a similar manner by the European Regional Office and by other procuring regional offices.

6.2 Stockpiling Losses

Stockpiling losses is defined as commodity losses occurring at field offices required to keep commodity accounts for stockpiles as prescribed in Section 5, between off-loading from vessels and final delivery to a recipient country or utilization on an UNRRA operation.

6.21 Documentation. Stockpiling losses shall be documented at the inventory-taking period by means of a discrepancy report as prescribed in the "Operations Manual".

6.22 Authority for Write-Off. It shall be the responsibility of the chief of the field office (mission or otherwise) to approve the write-off of commodity losses as reflected by the discrepancy report prescribed in paragraph 6.21.

6.23 Accounting for Losses. After approval by the chief of the field office as prescribed in paragraph 6.22, stockpiling losses will be charged in the commodity accounts of the Bureau of Finance and Administration of the field office to a commodity losses account and will be reflected in the periodical financial reports to the office to which the field office reports.

6.3 Other Warehouse Commodity Losses

In warehouses where no monetary accounting is maintained, records being kept in quantity only (see paragraphs 5.7 and 5.9), commodity losses shall be documented in quantity by means of a discrepancy report as prescribed in the "Operations Manual". It shall be the responsibility of the chief of the field office (mission or otherwise) to approve the

discrepancy report. An original signed copy shall be forwarded to the office to which the field office reports at which level the value of the commodity losses shall be entered in the controlling commodity accounts as a charge to commodity losses.

7. Military Surpluses (U. S. Army)

7.1 Operating Procedures

The operating procedure for the acquisition and distribution of U. S. Army surpluses is set forth in the document "Operating Procedures Applicable to Area Surplus Procurement Agents Procuring U. S. Army Surplus Property in the ETO and the MTO under the Non-Reimbursable Provisions of the U. S. Contribution."

7.2 Accounting Features

The accounting procedure incorporated in the operating procedure for the acquisition of military surpluses has been devised to correspond with the principles of commodity accounting as prescribed herein in order to provide for the integration of the accounts reflecting transactions involving military surpluses into the Administration's commodity accounts. The following sections summarize the accounting features of the operating procedure for the acquisition of military surpluses.

7.21 Commodity Acquisition. Delivery and passage of title of commodities by the Army to UNRRA shall be evidenced by depot shipping tickets obtained at the time of shipment of the commodities from the Army depot. One copy shall be available to the accounting section of the Surplus Property field office. These depot shipping tickets may or may not be priced; however, there will be a very short time lag before receipt of priced depot shipping tickets and transfer invoices referred to in paragraph 7.23 (a).

7.22 Commodity Distribution

- a. Three copies of the depot shipping tickets obtained at the time of shipment of the commodities from the army depot will be sent by the Surplus Property field office to the field office in the recipient country.
- b. One copy, receipted by an official representative of the recipient country, will be returned to the accounting section of the Surplus Property field office.
- c. If convoy or ocean shipment is involved, delivery certification of convoy notes or bills of lading by an official representative of the recipient country will be returned to the accounting section of the Surplus Property field office.
- d. Certifications of losses in transit shall be returned by the field office in the recipient country to the accounting section of the Surplus Property field office.
- e. Signatures evidencing receipt of commodities and certification of losses must be acceptable in accordance with provisions of paragraph 4.61 (c).

7.23 Accounting at the Surplus Property Field Office

- a. The Army and Navy Liquidation Commission will furnish the Surplus Property field office with copies of priced depot shipping tickets and transfer invoices. The latter are the basis of the charge to the U. S. Contribution in Washington, copies being forwarded by the Army and Navy Liquidation Commission to the appropriate government agency in Washington.

In the event of adjustments to prices on the basis of final negotiations in Washington, such adjustments will be reflected in the accounts at the Headquarters level.

- b. The accounting section of the Surplus Property field office will record the transfer invoices in appropriate registers as reflecting the cost of commodities acquired.
- c. The accounting section of the Surplus Property field office will relate in the appropriate registers receipts and certificates of losses returned to it from the field office in the recipient country with the record of shipments.
- d. The accounting section of the Surplus Property field office will retain a complete file of depot shipping tickets, transfer invoices, receipts and certificates of loss from recipient countries, to support its accounts.
- e. The accounting section of the Surplus Property field office will, semi-monthly, compile debit advices for each recipient country reflecting the value of the property delivered, classified according to the ten standard commodity classifications used in the financial reports. The debit advices will reflect, also, as a separate item, the value of losses in transit from the Army depot to the point of delivery to the recipient country. The debit advices shall contain references to the Army and Navy Liquidation Commission transfer invoices from which they will be compiled. Copies of the debit advices will be forwarded by the accounting section of the Surplus Property field office to the Bureau of Finance and Administration of the regional office to which it reports (in the case of offices in Europe, to the European Regional Office), and of Headquarters.

- f. The accounting section of the Surplus Property field office shall prepare a quarterly report reflecting the value of commodities acquired and of commodities distributed. This report will reflect the value of commodities acquired but not yet delivered to recipient countries with reference to the Army and Navy Liquidation Commission transfer invoices. It will be submitted to the Bureau of Finance and Administration of the regional office to which the office reports, with a copy to the Bureau of Finance and Administration at Headquarters.

7.24 Accounting at the Regional Office. The Bureau of Finance and Administration of the regional office to which the Surplus Property field office reports (in the case of offices in Europe, the European Regional Office) shall incorporate the debit advices and quarterly reports prescribed in paragraph 7.23 (c) and (f) in its controlling general ledger commodity accounts. The value of commodities acquired shall be a charge to the commodity acquisition account and a credit to the Headquarters current account for the account of the particular Surplus Property field office. The value of commodities delivered to recipient countries shall be charged to the commodities distributed account.

✓ 7.25 Accounting at Headquarters. With respect to surplus Property field offices reporting directly to Headquarters and excluding those located in Europe, the Bureau of Finance and Administration at Headquarters will charge commodity acquisition and credit the U. S. contribution on the basis of debit advices received; it will debit commodities distributed for deliveries to recipient countries. With respect to offices reporting to a regional office, the Bureau of Finance and Administration at Headquarters will charge the regional office's current account and credit the U. S. contribution for the value of commodities acquired as reported on copies of the debit advices prescribed in paragraph 7.23 (c). It will reconcile the charge to the U. S. contribution made on the books of the appropriate government agency in Washington on the basis of references to

the Army and Navy Liquidation Commission transfer invoices shown on the debit advice and the copies of the quarterly reports received from the Surplus Property field offices. It will make necessary adjustments in the accounts to reflect price adjustments resulting from final negotiations in Washington.

8. Non-Expendable Property to which Title Remains with UNRRA

8.1 General Policy

In the Administration's general accounts, the cost of non-expendable property to which the Administration retains title will be written off immediately to expense. Property records must be maintained, however, by all offices of the Administration to insure accountability for all property in their custody or under their control.

8.2 Types of Non-Expendable Property Covered by This Order

8.21 Property Acquired for Use by UNRRA for Administrative Purposes. Such property is that commonly classed as administrative equipment such as office equipment and other equipment required for the maintenance of the Administration's offices and office services, whether they be administrative offices such as headquarters or a regional office, or operational offices in the field.

8.22 Property Acquired for Use by UNRRA for Relief and Rehabilitation Operations. Such property includes equipment for clinics, dispensaries, feeding kitchens and operations of a similar nature conducted directly by UNRRA. It includes also trucks and automotive equipment owned by UNRRA and used by it in distributing commodities in behalf of a recipient country.

8.23 Equipment on Loan to a Recipient Country. Such property includes heavy industrial or transportation equipment temporarily on loan to a recipient country to which UNRRA retains title.

8.3 Responsibility for Maintenance of Property Records

8.31 Bureau of Finance and Administration. It shall be the responsibility of the Bureau of Finance and Administration in each office of the Administration to maintain property accounts in accordance with procedure prescribed in the "Administrative Property Accountability Manual" for property described in paragraphs 8.21 and 8.22.

8.32 Bureau of Supply. It shall be the responsibility of the Bureau of Supply in each office of the Administration to maintain property records and controls for property described in paragraph 8.23.

8.4 Documentation of Shipments of Property Covered by This Section

The Bureau of Finance and Administration at Headquarters, with respect to shipments from the Western Hemisphere of property described in paragraph 8.2, and the Bureau of Finance and Administration at the European Regional Office, with respect to such shipments from the Eastern Hemisphere, shall prepare a separate debit advice reflecting the value of such property which shall be transmitted and processed in accordance with the general procedure governing the issuance of debit advices as prescribed in Section 4.

8.5 Recording Value of Non-Expendable Property

As stated in paragraph 8.1, no asset value of the non-expendable property referred to in paragraph 8.2 will appear in the general accounts of the Administration's offices. Each office shall record, however, in its property accounts prescribed in paragraph 8.3 the value of the property as reflected in the debit advices prescribed in paragraph 8.4.

8.6 Transfer of Title to a Recipient Country

If title should eventually be transferred by UNRRA to a recipient country for any of the property covered by paragraph 8.2 an adjustment shall be made between the appropriate expense accounts taking into consideration the factor of depreciation of the equipment.

R. G. A. Jackson
Senior Deputy Director General

26 September 1945 Page 1

SUBJECT: COMMODITY ACCOUNTING

1. PURPOSE: The purpose of this order is to establish the basic procedure to be used by Headquarters, Regional Offices, and Field Offices (Mission or otherwise) in accounting for commodities acquired, on hand, and distributed by UNRRA.

2. OPERATIONS MANUAL: The "Operations Manual" covering storage and transport of UNRRA supplies in areas of relief operations is hereby adopted as the official procedure of the Administration in recording physical accountability for UNRRA supplies.

3. RESPONSIBILITIES: The following are the basic responsibilities of the Bureau of Supply and the Bureau of Finance and Administration with respect to commodity accounting:

A. Bureau of Supply. It shall be the responsibility of the Bureau of Supply

- a. to provide and maintain its prescribed documentation for the acquisition, movement and delivery of commodities,
- b. from such documentation to prepare such statistical records as it may require,

as may be agreed from time to time between the Bureau of Supply and the Bureau of Finance and Administration, to provide the Bureau of Finance and Administration with reports and information from such statistical records as the latter bureau may require,

- d. to provide the Bureau of Finance and Administration with such signed copies of documentation as are required by the Bureau of Finance and Administration for the maintenance of its commodity accounts,
- e. to provide the Bureau of Finance and Administration with such summary reports as may be required by that bureau for reconciliation or for reporting purposes,
- f. to provide the Bureau of Finance and Administration with estimated costs of commodity acquisition when actual costs are not immediately available,
- g. to maintain the procedures and perform the functions prescribed in the "Operations Manual",

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- h. to maintain property records and controls over relief and rehabilitation supplies and equipment delivered by the Administration on loan to governments or agencies, for which title remains with the Administration.

B. Bureau of Finance and Administration. It shall be the responsibility of the Bureau of Finance and Administration

- a. to maintain accounts for transactions involving commodity acquisition,
- b. to maintain accounts for transactions involving commodity distribution,
- c. to maintain a file of signed documents supporting the entries in the accounts reflecting commodity transactions,
- d. to maintain adequate warehouse accounting controls over commodity stockpiles in countries where title to commodities remains with the Administration, and
- e. to effect such reconciliations between the commodity accounts and the records of governmental or other agencies as may be necessary.
- f. in accordance with procedure prescribed in the "Administrative Property Accountability Manual," to maintain property accounts for all property acquired for use by the Administration and to which it retains title, regardless of whether the property is used for administrative purposes or for relief and rehabilitation operations.

4. COMMODITY COST: The cost of commodities used in the establishment of the accounting controls described in this order shall be composed of three elements:

Element A: the invoice price of the commodities. When there is included in the invoice price or added thereto an accessorial charge assessed by the procuring agency, such accessorial charge shall be excluded in establishing Element A.

Element B: the accessorial charge assessed by the procuring agency.

Element C: ocean transportation charges.

Entries in the control accounts, either as the result of an original transaction or as a result of the transmittal of a Debit Advice, shall be as follows: Element A of cost shall be charged to the appropriate control accounts distributed between the ten standard commodity classifications used in

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the financial reports; Elements B and C will be charged as separate items of operating expense. The Bureau of Finance and Administration in Headquarters will distribute Elements B and C of cost on a pro rata basis in the preparation of the final accounts of the Administration.

If it should be found to be desirable to reflect operations in a country on the basis of world average prices, the required adjustments from cost to a world-average price will be made at Headquarters level.

5. COMMODITY ACQUISITION: The Bureau of Supply in each office of the Administration shall furnish the Bureau of Finance and Administration in that office with the appropriate signed documents required by the Bureau of Finance and Administration for commodity accounting. Such documents shall be recorded by the Bureau of Finance and Administration in appropriate registers from which summary entries shall be made to the controlling general ledger commodity accounts.

Where actual costs of commodity acquisition are most immediately available, the Bureau of Supply shall furnish the Bureau of Finance and Administration with estimated values. For accounting purposes, estimated values of privately donated commodities shall be considered as actual.

Each office's cost of commodity acquisition, either actual or estimated, shall be charged in the commodity accounts in the Bureau of Finance and Administration of that office to a Commodity Acquisition account with respect to Element A of cost as described in Section 4 hereof, and to separate accounts for Elements B and C. Commodity Acquisition accounts shall be maintained by the ten standard classifications of commodities used for financial reports. Credits shall be to the appropriate accounts.

When an estimated value is used, the credit shall be to a suspense account which shall be charged at the time actual cost becomes available with the originally charged estimated value. At that time the appropriate account shall be credited with the actual value and there shall be a debit or credit to a Price Adjustment account for the difference between the originally estimated and the actual cost of commodities. Price adjustments applicable to Element A of cost shall not be distributed between the commodity classifications. Price adjustments to commodity costs which have previously been debited to another office by Debit Advice, will not be passed on to the office debited, but will be retained in the accounts of the originating office. Periodical clearing of the Price Adjustment account which may be necessary will be performed at Headquarters level.

Instructions will be issued subsequently on the procedure for accounting for the acquisition of military surpluses.

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6. COMMODITY DISTRIBUTION: The Bureau of Finance and Administration at Headquarters shall issue a Debit Advice to the appropriate Regional Office for all shipments from the Western Hemisphere consigned to Field Offices or operations under the jurisdiction of the Regional Office for direct delivery to recipient countries or UNRRA operations. Resulting therefrom, the Regional Office shall maintain a control Commodity Acquisition account reflecting Debit Advices covering shipments to the area coming under its control. Such Debit Advice shall reflect as to Element A of cost the actual or estimated cost of the shipment by the ten standard commodity classifications used for financial reports, separate amounts being shown in total only for Elements B and C. A memorandum copy of the Debit Advice shall be sent by the Bureau of Finance and Administration at Headquarters to the Field Office immediately concerned for memorandum purposes only, so that the appropriate receipted documents for direct deliveries to recipient countries may be attached thereto and forwarded to the Regional Office. Such Debit Advices shall not be entered in the field office's accounts.

The Bureau of Finance and Administration of the European Regional Office shall follow the same procedure with respect to shipments made from the Eastern Hemisphere to Field Offices reporting to Headquarters or other Regional Offices, the original Debit Advice being transmitted to Headquarters or the Regional Office involved with memorandum copies direct to the Field Office directly concerned. For shipments made from the Eastern Hemisphere to Field Offices reporting to the European Regional Office, the Bureau of Finance and Administration of that office shall issue memorandum Debit Advices to the Field Offices for memorandum purposes only, as shall the Bureau of Finance and Administration of Headquarters for shipments from the Western Hemisphere to Field Offices reporting to Headquarters. The memorandum copies of the Debit Advices shall be utilized by the Field Offices as above.

The above procedure applies also to shipments to warehouses specifically for trans-shipping purposes.

However, for all shipments which are to be stockpiled in a warehouse by a Field Office, Headquarters or the Regional Office to which the Field Office reports shall forward to the Field Office a formal Debit Advice with respect to Element A of cost with memorandum entries only showing the totals for Elements B and C, and shall enter a charge on its accounts against the Field Office for Element A of the cost of the shipment. The Debit Advice will be accompanied by an itemized statement of cost of the commodities shipped which will be used by the Field Office in establishing the warehouse accounting controls described in Section 7 hereof.

Documentation of commodity distribution may be receipted bills of lading or delivery orders, agreed outturn reports, discrepancy reports, or any other form of document acceptable to evidence delivery of commodities to a recipient country or an UNRRA operation. In accordance with the "Operations Manual" it shall be the responsibility of the Bureau of Supply in each office to obtain such documentation. A signed copy must be provided for the Bureau of Finance

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and Administration in the Field Office which will be sent by that office to its Regional Office, or to Headquarters if it reports to Headquarters, for accounting action and permanent filing.

If the shipment is received from the Eastern Hemisphere by a Field Office which reports to Headquarters or to a Regional Office other than the European Regional Office, an additional copy of the documentation shall be sent for the purpose of establishing claims to the Bureau of Supply of the European Regional Office which will make the documentation available to the Bureau of Finance and Administration of that office. Similarly, if a shipment from the Western Hemisphere is received by a Field Office that does not report to Headquarters, an additional copy of the documentation shall be sent to the Bureau of Supply at Headquarters for the same purpose.

The value of commodities delivered directly to a recipient country or to an UNRRA operation on off-loading shall be reflected in the accounts of the Bureau of Finance and Administration in the Regional Office to which the Field Office reports, or in Headquarters if it reports directly to Headquarters. Such deliveries shall be recorded at the Regional Office or at Headquarters, wherever the controlling accounts are maintained, in appropriate registers from which summary entries shall be made to the controlling general ledger commodity accounts.

The cost of commodities lost in transit shall be recorded in a register in the Bureau of Finance and Administration in the Regional Office or in Headquarters, wherever the controlling accounts are maintained, through the medium of shortage reports and shall be entered in summary form in the controlling general ledger commodity accounts as a charge to a Losses in Transit account.

7. COMMODITY WAREHOUSING: When it is necessary to stockpile commodities in a warehouse in the field prior to distribution, documentation of the movement of commodities shall be maintained in accordance with the "Operations Manual."

The Bureau of Finance and Administration in each Field Office shall maintain a Commodity Acquisition account for all commodities sent to a stockpiling warehouse, which will be written up from the Debit Advices received from the office to which it reports.

Inventory stock cards shall be maintained by the Bureau of Supply in warehouses to record the quantity status of each type of commodity. Copies of the Transfer Requisitions and Delivery Orders, prescribed in the "Operations Manual," shall be priced by the Bureau of Finance and Administration in the Field Office on the basis of the detailed lists of commodity costs of each shipment that accompany the Debit Advices. Monthly summary entries shall be recorded in the accounts of the Bureau of Finance and Administration of the Field Office.

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In cases, such as the MERRA refugee camps, where the commodities are considered as distributed at the time of their delivery to the camps, the warehouse records should be maintained after the time of the write-off to distribution in accordance with the "Operations Manual" in quantity only, and prices and value will not be placed thereon.

Where commodities are warehoused for transshipment purposes only, copies of the documentation prepared at the time of reshipment shall be submitted by the Field Office to the Bureau of Finance and Administration at the Regional Office (or at Headquarters) to which the Field Office reports, at which level the appropriate entries will be made in the controlling accounts.

8. EFFECTIVE DATE: This order shall be effective immediately. Immediate steps shall be taken to process documentation and record entries in accordance with the prescribed procedure, for all commodity transactions effected from the commencement of operations to the date of this order. Inventory stock cards shall be established for current inventories and supplementary instructions will be issued covering the accounting for prior receipts and issues from inventories.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

See order 84
adm.
SUBJECT: REQUESTS FOR PRINTING AND DUPLICATING

Section 1. GENERAL

- 1.1 Purpose: This order establishes the responsibility of the Division of Management and Budget, Procedural Control Branch, for the review of all Headquarters requests for printing and duplicating. It fixes responsibility for the use of duplicating equipment at Headquarters.
- 1.2 Applicability: The procedure which follows is applicable to materials of any nature including forms, orders, bulletins, procedures manuals, reports, informational literature, publications, form letters, etc., to be reproduced by any process.

Section 2. SUBMISSION OF REQUISITION

- 2.1 All requests for printing and duplicating by any process shall be sent on Forms AD-4 or AD-34 to the Procedural Control Branch, Division of Management and Budget, for approval and assignment of a job number. If approved, the requisition will then be sent to the Division of Administrative Services for processing. If typewritten stencils are submitted, they should be accompanied by the manuscript draft. It is not necessary to retype edited manuscripts for submission.
- 2.2 The Division of Administrative Services will not accept for printing and duplicating any requests which have not been approved and assigned a job number by the Procedural Control Branch.
- 2.3 The factors to be reviewed by the Procedural Control Branch will include the number of copies, plan of distribution, method of duplicating, propriety, consistency with policy and adequacy of clearances.

Section 3. CONTROL OF DUPLICATING EQUIPMENT

- 3.1 All duplicating services shall be concentrated in the Division of Administrative Services unless otherwise authorized by the Bureau of Finance and Administration.
- 3.2 The use of duplicating equipment located outside of the Division of Administrative Services shall be confined to the purposes for which authorized and shall not be available to any organizational units other than to that unit to which the equipment is assigned.

EFFECTIVE: 15 October 1945

SUBJECT: REQUESTS FOR PRINTING AND DUPLICATING

1. General

This supplement to Administrative Order No. 77 provides for the use of a single form on which to make all requests for printing, duplicating, and graphic services. Form AD-4 (Revised 7 November 1945) has been designed to furnish information necessary to a proper review of such requests.

2. Use of "Request for Printing, Duplicating, and Distribution," Form AD-4, Revised

2.1 "Request for Printing, Duplicating, and Distribution," Form AD-4 (Revised 7 November 1945), a sample of which is attached, shall be used in requisitioning any form of printing, duplicating, copying, or graphic service. It shall be signed by a designated approving officer as prescribed by Administrative Order No. 77. No other form will be accepted after the effective date of this Order.

2.2 Section 2.1 of Administrative Order No. 77 is amended accordingly.

3. Effective Date

This Order becomes effective on and after 7 December 1945.

Attachment

Burton E. Palmer
Acting Deputy Director General
for Finance and Administration

FORM **AD-4**
REV. (7 NOV 1945)

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION
WASHINGTON 25, D. C.

PROCEDURAL CONTROL NO.

PURCHASE ORDER NO.

JOB NO.

REQUEST FOR
PRINTING, DUPLICATING, AND DISTRIBUTION

INSTRUCTIONS - Prepare this form in *triplicate (3)* for any request for duplicating (*including mimeographing*) and submit all copies to Procedural Control Branch. Whenever possible, manuscript copy should accompany the request. One copy showing Control Number will be returned to requesting office.

DATE

SECTION I - REQUESTING OFFICE

NAME OF UNIT

LOCATION (*Building and Room*)

FOR INFORMATION CALL

DELIVER TO

BUILDING

ROOM

SECTION II - CLEARANCE

NEED FOR THIS MATERIAL

TITLE OR DESCRIPTION, INCLUDING FORM NUMBER

THIS MATERIAL HAS BEEN CLEARED BY

INITIATING OFFICER

DATE

DESIGNATED APPROVING OFFICER

DATE

FREQUENCY OF USE

QUANTITY WILL LAST

SECTION III - DESCRIPTION

☐ NEW JOB ☐ RE-RUN ☐ REVISED ORIG. JOB NO. _____

PROCESS

☐ PRINT ☐ OZALID ☐ SPIRIT DUP. (HEK)
☐ MULTILITH ☐ PHOTOSTAT
☐ MIMEOGRAPH ☐ MULTIGRAPH

SIZE

" X "

COLOR INK

TOTAL QUANTITY DESIRED

QUANTITY FOR WAREHOUSE STOCK

SHOULD PLATES OR STENCILS BE HELD? ☐ YES ☐ NO

QUANTITY FOR DISTRIBUTION

QUANTITY FOR REQUESTING OFFICE

BINDING

☐ PAD TOP ☐ STITCH TOP
☐ SIDE ☐ SIDE

NUMBER OF PAGES OR STENCILS

CUTS: ATTACH TO SEPARATE SHEET

PAPER STOCK

COPY	KIND	WEIGHT	COLOR
ORIGINAL			
DUPLICATE			
TRIPPLICATE			
QUADRUPLICATE			
QUINTUPLICATE			

PUNCHING
☐ STANDARD ☐ 3/16" ☐ 1/4" ☐ 5/16"
☐ TOP ☐ BOTTOM ☐ RIGHT ☐ LEFT
☐ CENTER TO CENTER ☐ EDGE TO CENTER

TRIM

" X "

☐ PERFORATE

PAD

_____ TO PAD

☐ SIDE

☐ TOP

☐ ONE SIDE ONLY ☐ HEAD TO LEFT
☐ HEAD TO FOOT ☐ HEAD TO RIGHT
☐ HEAD TO HEAD

PRE-NUMBER

FROM _____ TO _____

FOLD: ATTACH SAMPLE

MARGINS

HEAD _____ RIGHT _____ LEFT _____ BOTTOM _____

ASSEMBLY

☐ AS PAGED (*See Dummy*)
☐ IN SETS _____ SHEETS PER SET
☐ IN PADS _____ SHEETS PER PAD

COPY PREPARATION

☐ TYPEWRITER ☐ LEROY
☐ VARI-TYPE ☐ HAND LETTER
☐ GRAPHICS ☐ LAYOUT

SPECIAL INSTRUCTIONS

(If additional space is needed use reverse side.)

ALL REQUESTS ARE PROCESSED IN ORDER OF RECEIPT UNLESS PRIORITY TREATMENT IS JUSTIFIED. IF PRIORITY IS REQUESTED, JUSTIFY ITS NEED IN SPACE FOR SPECIAL INSTRUCTIONS.

12 October 1945

SUBJECT: GROUP LIFE INSURANCE

Section 1. GENERAL

1.1 Purpose. This order sets forth the arrangements which have been made for UNRRA employees to purchase life insurance under a group plan with voluntary participation, through the Connecticut General Life Insurance Company, Hartford, Connecticut, U.S.A.

1.2 Eligibility. Eligibility is extended to employees serving in countries other than that of their usual residence. This also includes employees who are designated for such service or who are travelling to or from such countries. The date of applicant's eligibility is the date he is designated for service in a country other than that of his usual residence, as evidenced by an appointment notice or travel authorization.

1.3 Summary of Plan The amounts of insurance are fixed according to the basic annual salary of the applicant. Eligible employees have a period of 90 days to determine whether or not they wish to participate in this group life plan without submitting to a medical examination. Employees who desire to enter the plan after 90 days or who wish to secure additional amounts of insurance must make application and submit a statement of health for review by the insurance company. The insurance premiums are deducted monthly from salary checks and paid by the Administration to the insurance company. Upon leaving UNRRA, the group insurance is terminated. However, the employee is permitted to convert his insurance by arrangement with the insurance company. The rates of the converted insurance will depend upon the employee's age at the time of conversion. The plan is presented in detail below.

Section 2. AMOUNTS OF INSURANCE

2.1 Minimum Amounts The minimum amount of insurance for which an employee may apply is determined by his basic annual salary as shown in the following schedule:

<u>Basic Annual Salary</u>	<u>Amount of Life Insurance</u>
Less than \$3,600	\$3,000
\$3,600 - \$5,499	\$6,000
\$5,500 and over	\$10,000

An employee may not apply for an amount less than that to which his salary entitles him. He can apply for additional insurance as provided in Paragraph 2.2. This minimum amount of insurance

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will be increased on the following 1 August without further application by the employee if he should receive a salary increase which qualifies him for a higher amount of insurance, unless he has already subscribed for more than the minimum amount for which he is eligible.

2.2 Additional Insurance An employee may apply for insurance in addition to his minimum amount of insurance provided that the aggregate does not exceed \$6,000 or \$10,000. The application must be accompanied by a Statement of Health Form No. G-10639, as provided in Section 3.12. Additional insurance for which an employee may be eligible by reason of his salary increase will be provided automatically.

2.3 Rates of Insurance The monthly rate per \$1,000 of insurance is \$1.09. Thus, the monthly cost of \$3,000 of insurance is \$3.27, for \$6,000 it is \$6.54, and for \$10,000 it is \$10.90.

Section 3. APPLICATION FOR INSURANCE

3.1 Filing of Application

3.11 Minimum Amounts. An employee who desires to become insured should make application on a combined census and payroll deduction card, Form No. G-10330. If the premium deductions are made in an office other than Headquarters, the application should be filed in duplicate. The applicant should print his name on the first line in order to assure legibility. He should sign his name on the bottom half of the card. The reverse side of the card should be used for more detailed instructions regarding beneficiaries and modes of payment to them. The month of the year should be designated by name, not by a numeral. The annual salary and amount of insurance should be stated in dollars. No statement of health is required when an employee applies for only the minimum amount of insurance within 90 days from the day on which he becomes eligible. A Statement of Health Form No. G-10630 must accompany the application whenever a period of 90 days between the date of eligibility and the date of application has elapsed.

3.12 Additional Amounts

- a. When more than the minimum amount of insurance is applied for, the Statement of Health, Form No. G-10639 will be used as an application for additional insurance.
- b. If the application is made within the 90 day period of eligibility, deductions for the full amount of insurance will be made until the company has reviewed the Statement of Health. If it is acceptable to the company, the additional amount will be issued effective as of the date of application. If the application for additional insurance is disapproved, a refund will be

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made of the premium collected for the additional amount of insurance. However, the company will insure for the minimum amount of insurance even though disapproving the additional amount.

- c. Employees may apply for additional amounts of insurance even though the 90-day period of eligibility has elapsed. Premium deductions will not be made until such an application is approved by the company.

3.2 Receipt and Forwarding of Applications. Field missions are authorized to give employees receipts for applications pending the issuance of certificates by the company. This will be done on Form No. FI-95, entitled "Acknowledgment of Receipt of Application for Insurance Under Group Policy." Since there may be delay in issuance of a certificate of insurance, the receipt will serve as evidence of insurance coverage. The application will be forwarded directly to the Insurance and Claims Branch at Headquarters. However, if the applicant's deductions are made by an office other than Headquarters, both original and duplicate copies of the application will be forwarded to that office, which will make arrangements for monthly deductions of the premium and retain the duplicate for its record. It will forward the original copy to the Insurance and Claims Branch at Headquarters which will arrange payment of premium to the insurance company.

3.3 Effective Dates. Insurance becomes effective on the day of application, provided the employee applies within 90 days of his date of eligibility. If the employee is not in active service at the time of eligibility, the insurance will not become effective until he returns to active service. Insurance applied for after the 90-day period will not become effective until medical evidence of insurability is approved by the company, and premium deductions will not be made until the application is approved by the company. As provided in Paragraph 3.12, the effective date of additional amounts of insurance applied for within the 90-day period, when approved, will be as of the date of application. Increases in automatic amounts of insurance resulting from salary increases will be made effective on the following 1 August, which is the master policy renewal date.

Section 4. BENEFICIARIES

4.1 Designation. An insured employee may designate one or more beneficiaries, or he may designate his estate, his executor, or his administrator, indicating the proportion of the insurance to be paid to each beneficiary in the event of death. He can also designate a contingent beneficiary to whom the insurance will be paid if the originally designated beneficiary predeceases the

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insured employee. Residents of North America, South America, England, Australia or Russia may be designated as beneficiary. Residents of ex-enemy territory and certain territories formerly occupied by the enemy may not be named at this time due to United States control of export of funds to those countries. The information required for each beneficiary includes full first and last names and initials if any, relationship, and address if not related.

4.2 Designation in Non-Listed Countries. If an employee desires to name a beneficiary in any country other than those listed in paragraph 4.1, he should be advised of the difficulties of locating and paying proceeds to beneficiaries resident in those other countries. He should also be advised that it is necessary to secure a license from the United States Treasury Department to permit the payment. If the employee desires to name such a beneficiary despite the difficulties, the census card of Change of Beneficiary form must be noted to the effect that the employee recognizes the difficulties and delays which might be involved in making the payment.

4.3 Changes in Beneficiary. A beneficiary may be changed at any time by using Form No. G-4624, "Request for Change of Beneficiary," which is available at all field offices. The fully completed form and certificate should be sent to Headquarters for transmittal to the company where the change will be recorded and a correct certificate issued.

4.4 Failure to Designate a Beneficiary. If at the time of death there is no designated beneficiary, the company will have an option to pay the insurance to the wife, husband, mother, father, child or children, or to the executor or administrator of the employee.

4.5 Minor Beneficiaries. If a beneficiary is a minor, his share may be paid, at the option of the company, to the person caring for and supporting him. Such payments will be made as follows: \$100.00 upon the death of the employee followed by monthly installments of not more than \$50.00.

Section 5. PAYMENTS OF PREMIUMS.

5.1 Method of Collection and Payment. Premiums will be collected through monthly deductions from employees' salary checks. Payments to the company will be made by the Administration. The premium charge for the insurance will commence on the first day of the month following the date the insurance becomes effective. On insurance that is terminated, the premium charge will cease on the first day of the month following the date of termination.

5.2 Changes in Amounts of Minimum Insurance. Whenever an employee receives a salary increase which requires an increase in his

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minimum amount of insurance, the office making his premium deductions will adjust them beginning the following 1 August and it will inform the Insurance and Claims Branch, Headquarters, of the change. When no change in deductions is necessary because the employee is already covered by more than the minimum amount, Headquarters must still be notified of such salary increases so that the minimum and additional insurance can be differentiated.

Section 6. PAYMENT OF BENEFITS.

- a. Payment will be made in the event of death from any cause whatsoever. Payment will be made in accordance with the deceased employee's designation. Payment will be made in United States currency or in currency of another country at the prevailing rate of exchange.
- b. The insurance company requires a certification of death. It will consider as evidence a certified copy of a cable attesting to the death from the proper governmental agency of the country of which the employee was a citizen. The mission or other office should solicit the assistance of the proper consulate in reporting the death.
- c. All cases of death must be reported by cable to Headquarters by the chief of mission or head of other office. Notification of death should also be made by cable to the regional office concerned.

Section 7. TERMINATION.

Insurance under the group plan of the Administration will terminate thirty-one days after:

- a. The individual leaves the employ of the Administration.
- b. The employee revokes the authorization to UNRRA to pay premiums on his behalf.
- c. UNRRA cancels or terminates the contract with the company. However, employees may arrange with the insurance company for continuance of their insurance on an individual basis as provided for in Section 8.

Section 8. INDIVIDUAL MAINTENANCE OF INSURANCE.

8.1 Advantage of Conversion. The only advantage in converting insurance to another form of policy is that the employee need not submit to a physical examination by the insurance company. The rates of the insurance to which he desires to convert will depend upon his age at the time of conversion, just as though the employee were taking out a new policy at that time. They will also be subject to any additional charges which may be required by the company for extra hazards.

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8.2 Application for Conversion. Employees may convert their group insurance to another form of policy if they apply within thirty-one days following termination of employment. The application for conversion must be addressed by the individual directly to the company, Hartford, Connecticut, United States of America. When more time for filing the application is required because of distance and difficulty of communication, notice to UNRRA by the employee of his desire to convert will be sufficient, provided that the application reaches the company within an additional thirty days. Where an application for conversion is made, it should be accompanied by Form No. B-3157, "Foreign Travel or Residence Supplement to Application for Insurance." If the form is not available, the application letter should state any contemplated residence or travel outside the United States and Canada in the foreseeable future.

8.3 Plans of Conversion. The company commonly provides information about three plans to which the insurance may be converted, including ordinary life, 20 payment life, and 20 year endowment.

8.31 Ordinary Life provides for the payment of the amount of insurance to the beneficiary at the death of the employee. Premiums are payable as long as the employee lives.

8.32 20 Payment Life provides for the payment of the amount of insurance to the beneficiary at the death of the employee. Premiums, however, are payable for twenty years only.

8.33 20 Year Endowment provides for payment of the amount of insurance to the beneficiary at the employee's death should it occur before the end of twenty years. In addition, this plan provides for payment of the amount of insurance to the employee at the end of twenty years if he is then living. Premiums are payable for twenty years.

8.4 Amount of Converted Insurance. An employee may elect to convert or continue his insurance in any amount, but not in an amount larger than he carried as an employee of the Administration under the group plan. There is no obligation to convert the full amount of insurance formerly carried under the group plan.

SUBJECT: GROUP LIFE INSURANCE

The following limitations on conversion of group life insurance supplements the information contained in Section 8 of Administrative Order No. 78, dated 12 October 1945.

Conversion Affected by Governmental Exchange Controls

Nationals of countries having exchange controls which forbid the conversion of the national currency to U. S. dollars for the purpose of paying premiums will be unable to convert group insurance purchased in accordance with the arrangements set forth in this order. This applies to British nationals and nationals of all other countries having similar exchange restrictions.

Lowell W. Rooks
Chief Executive Officer

12 October 1945

SUBJECT:

GROUP LIFE INSURANCE

Section 1. GENERAL

1.1 Purpose. This order sets forth the arrangements which have been made for UNRRA employees to purchase life insurance under a group plan with voluntary participation, through the Connecticut General Life Insurance Company, Hartford, Connecticut, U.S.A.

1.2 Eligibility. Eligibility is extended to employees serving in countries other than that of their usual residence. This also includes employees who are designated for such service or who are travelling to or from such countries. The date of applicant's eligibility is the date he is designated for service in a country other than that of his usual residence, as evidenced by an appointment notice or travel authorization.

1.3 Summary of Plan The amounts of insurance are fixed according to the basic annual salary of the applicant. Eligible employees have a period of 90 days to determine whether or not they wish to participate in this group life plan without submitting to a medical examination. Employees who desire to enter the plan after 90 days or who wish to secure additional amounts of insurance must make application and submit a statement of health for review by the insurance company. The insurance premiums are deducted monthly from salary checks and paid by the Administration to the insurance company. Upon leaving UNRRA, the group insurance is terminated. However, the employee is permitted to convert his insurance by arrangement with the insurance company. The rates of the converted insurance will depend upon the employee's age at the time of conversion. The plan is presented in detail below.

Section 2. AMOUNTS OF INSURANCE

2.1 Minimum Amounts The minimum amount of insurance for which an employee may apply is determined by his basic annual salary as shown in the following schedule:

<u>Basic Annual Salary</u>	<u>Amount of Life Insurance</u>
Less than \$3,600	\$3,000
\$3,600 - \$5,499	\$6,000
\$5,500 and over	\$10,000

An employee may not apply for an amount less than that to which his salary entitles him. He can apply for additional insurance as provided in Paragraph 2.2. This minimum amount of insurance

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Page 2

will be increased on the following 1 August without further application by the employee if he should receive a salary increase which qualifies him for a higher amount of insurance, unless he has already subscribed for more than the minimum amount for which he is eligible.

2.2 Additional Insurance An employee may apply for insurance in addition to his minimum amount of insurance provided that the aggregate does not exceed \$6,000 or \$10,000. The application must be accompanied by a Statement of Health Form No. G-10639, as provided in Section 3.12. Additional insurance for which an employee may be eligible by reason of his salary increase will be provided automatically.

2.3 Rates of Insurance The monthly rate per \$1,000 of insurance is \$1.09. Thus, the monthly cost of \$3,000 of insurance is \$3.27, for \$6,000 it is \$6.54, and for \$10,000 it is \$10.90.

Section 3. APPLICATION FOR INSURANCE

3.1 Filing of Application

3.11 Minimum Amounts. An employee who desires to become insured should make application on a combined census and payroll deduction card, Form No. G-10330. If the premium deductions are made in an office other than Headquarters, the application should be filed in duplicate. The applicant should print his name on the first line in order to assure legibility. He should sign his name on the bottom half of the card. The reverse side of the card should be used for more detailed instructions regarding beneficiaries and modes of payment to them. The month of the year should be designated by name, not by a numeral. The annual salary and amount of insurance should be stated in dollars. No statement of health is required when an employee applies for only the minimum amount of insurance within 90 days from the day on which he becomes eligible. A Statement of Health Form No. G-10630 must accompany the application whenever a period of 90 days between the date of eligibility and the date of application has elapsed.

3.12 Additional Amounts

- a. When more than the minimum amount of insurance is applied for, the Statement of Health, Form No. G-10639 will be used as an application for additional insurance.
- b. If the application is made within the 90 day period of eligibility, deductions for the full amount of insurance will be made until the company has reviewed the Statement of Health. If it is acceptable to the company, the additional amount will be issued effective as of the date of application. If the application for additional insurance is disapproved, a refund will be

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made of the premium collected for the additional amount of insurance. However, the company will insure for the minimum amount of insurance even though disapproving the additional amount.

- c. Employees may apply for additional amounts of insurance even though the 90-day period of eligibility has elapsed. Premium deductions will not be made until such an application is approved by the company.

3.2 Receipt and Forwarding of Applications. Field missions are authorized to give employees receipts for applications pending the issuance of certificates by the company. This will be done on Form No. FI-95, entitled "Acknowledgment of Receipt of Application for Insurance Under Group Policy." Since there may be delay in issuance of a certificate of insurance, the receipt will serve as evidence of insurance coverage. The application will be forwarded directly to the Insurance and Claims Branch at Headquarters. However, if the applicant's deductions are made by an office other than Headquarters, both original and duplicate copies of the application will be forwarded to that office, which will make arrangements for monthly deductions of the premium and retain the duplicate for its record. It will forward the original copy to the Insurance and Claims Branch at Headquarters which will arrange payment of premium to the insurance company.

3.3 Effective Dates. Insurance becomes effective on the day of application, provided the employee applies within 90 days of his date of eligibility. If the employee is not in active service at the time of eligibility, the insurance will not become effective until he returns to active service. Insurance applied for after the 90-day period will not become effective until medical evidence of insurability is approved by the company, and premium deductions will not be made until the application is approved by the company. As provided in Paragraph 3.12, the effective date of additional amounts of insurance applied for within the 90-day period, when approved, will be as of the date of application. Increases in automatic amounts of insurance resulting from salary increases will be made effective on the following 1 August, which is the master policy renewal date.

Section 4. BENEFICIARIES

4.1 Designation. An insured employee may designate one or more beneficiaries, or he may designate his estate, his executor, or his administrator, indicating the proportion of the insurance to be paid to each beneficiary in the event of death. He can also designate a contingent beneficiary to whom the insurance will be paid if the originally designated beneficiary predeceases the

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insured employee. Residents of North America, South America, England, Australia or Russia may be designated as beneficiary. Residents of ex-enemy territory and certain territories formerly occupied by the enemy may not be named at this time due to United States control of export of funds to those countries. The information required for each beneficiary includes full first and last names and initial if any, relationship, and address if not related.

4.2 Designation in Non-Listed Countries. If an employee desires to name a beneficiary in any country other than those listed in paragraph 4.1, he should be advised of the difficulties of locating and paying proceeds to beneficiaries resident in those other countries. He should also be advised that it is necessary to secure a license from the United States Treasury Department to permit the payment. If the employee desires to name such a beneficiary despite the difficulties, the census card of Change of Beneficiary form must be noted to the effect that the employee recognizes the difficulties and delays which might be involved in making the payment.

4.3 Changes in Beneficiary. A beneficiary may be changed at any time by using Form No. G-4624, "Request for Change of Beneficiary," which is available at all field offices. The fully completed form and certificate should be sent to Headquarters for transmittal to the company where the change will be recorded and a correct certificate issued.

4.4 Failure to Designate a Beneficiary. If at the time of death there is no designated beneficiary, the company will have an option to pay the insurance to the wife, husband, mother, father, child or children, or to the executor or administrator of the employee.

4.5 Minor Beneficiaries. If a beneficiary is a minor, his share may be paid, at the option of the company, to the person caring for and supporting him. Such payments will be made as follows: \$100.00 upon the death of the employee followed by monthly installments of not more than \$50.00.

Section 5. PAYMENTS OF PREMIUMS.

5.1 Method of Collection and Payment. Premiums will be collected through monthly deductions from employees' salary checks. Payments to the company will be made by the Administration. The premium charge for the insurance will commence on the first day of the month following the date the insurance becomes effective. On insurance that is terminated, the premium charge will cease on the first day of the month following the date of termination.

5.2 Changes in Amounts of Minimum Insurance. Whenever an employee receives a salary increase which requires an increase in his

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minimum amount of insurance, the office making his premium deductions will adjust them beginning the following 1 August and it will inform the Insurance and Claims Branch, Headquarters, of the change. When no change in deductions is necessary because the employee is already covered by more than the minimum amount, Headquarters must still be notified of such salary increases so that the minimum and additional insurance can be differentiated.

Section 6. PAYMENT OF BENEFITS.

- a. Payment will be made in the event of death from any cause whatsoever. Payment will be made in accordance with the deceased employee's designation. Payment will be made in United States currency or in currency of another country at the prevailing rate of exchange.
- b. The insurance company requires a certification of death. It will consider as evidence a certified copy of a cable attesting to the death from the proper governmental agency of the country of which the employee was a citizen. The mission or other office should solicit the assistance of the proper consulate in reporting the death.
- c. All cases of death must be reported by cable to Headquarters by the chief of mission or head of other office. Notification of death should also be made by cable to the regional office concerned.

Section 7. TERMINATION.

Insurance under the group plan of the Administration will terminate thirty-one days after:

- a. The individual leaves the employ of the Administration.
- b. The employee revokes the authorization to UNRRA to pay premiums on his behalf.
- c. UNRRA cancels or terminates the contract with the company. However, employees may arrange with the insurance company for continuance of their insurance on an individual basis as provided for in Section 8.

Section 8. INDIVIDUAL CONTINUANCE OF INSURANCE.

8.1 Advantage of Conversion. The only advantage in converting insurance to another form of policy is that the employee need not submit to a physical examination by the insurance company. The rates of the insurance to which he desires to convert will depend upon his age at the time of conversion, just as though the employee were taking out a new policy at that time. They will also be subject to any additional charges which may be required by the company for extra hazards.

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8.2 Application for Conversion. Employees may convert their group insurance to another form of policy if they apply within thirty-one days following termination of employment. The application for conversion must be addressed by the individual directly to the company, Hartford, Connecticut, United States of America. When more time for filing the application is required because of distance and difficulty of communication, notice to UNRRA by the employee of his desire to convert will be sufficient, provided that the application reaches the company within an additional thirty days. Where an application for conversion is made, it should be accompanied by Form No. B-3157, "Foreign Travel or Residence Supplement to Application for Insurance." If the form is not available, the application letter should state any contemplated residence or travel outside the United States and Canada in the foreseeable future.

8.3 Plans of Conversion. The company commonly provides information about three plans to which the insurance may be converted, including ordinary life, 20 payment life, and 20 year endowment:

8.31 Ordinary Life provides for the payment of the amount of insurance to the beneficiary at the death of the employee. Premiums are payable as long as the employee lives.

8.32 20 Payment Life provides for the payment of the amount of insurance to the beneficiary at the death of the employee. Premiums, however, are payable for twenty years only.

8.33 20 Year Endowment provides for payment of the amount of insurance to the beneficiary at the employee's death should it occur before the end of twenty years. In addition, this plan provides for payment of the amount of insurance to the employee at the end of twenty years if he is then living. Premiums are payable for twenty years.

8.4 Amount of Converted Insurance. An employee may elect to convert or continue his insurance in any amount, but not in an amount larger than he carried as an employee of the Administration under the group plan. There is no obligation to convert the full amount of insurance formerly carried under the group plan.

SUBJECT: GROUP LIFE INSURANCE

The following limitations on conversion of group life insurance supplements the information contained in Section 8 of Administrative Order No. 78, dated 12 October 1945.

Conversion Affected by Governmental Exchange Controls

Nationals of countries having exchange controls which forbid the conversion of the national currency to U. S. dollars for the purpose of paying premiums will be unable to convert group insurance purchased in accordance with the arrangements set forth in this order. This applies to British nationals and nationals of all other countries having similar exchange restrictions.

Lowell W. Rooks
Chief Executive Officer

SUBJECT: GROUP LIFE INSURANCE

1. Attached hereto is Administrative Order No. 78, Revision No. 1, Group Life Insurance, which incorporates the following changes:
 - a. Section 1.2 has been reworded to conform with the master policy;
 - b. Section 2.3 has been changed to show the reduced monthly rate which became effective 1 August 1946;
 - c. Section 4, which placed residence restrictions on the beneficiaries who could be named, has been changed to include beneficiaries living in any part of the world;
 - d. Section 4.2 has been omitted from the new order;
 - e. Section 7 has been altered to allow an employee to continue his insurance if he leaves the employ of the Administration or if UNRRA cancels or terminates its contract with the company.
2. Administrative Order No. 78, dated 12 October 1945, and Supplement No. 1, dated 3 July 1946, are hereby superseded.

Lowell W. Rooks
Acting Director General

SUBJECT: GROUP LIFE INSURANCE

1. GENERAL

1.1 Purpose

This order sets forth the arrangements which have been made for UNRRA employees to purchase life insurance under a group plan with voluntary participation, through the Connecticut General Life Insurance Company, Hartford, Connecticut, U. S. A.

1.2 Eligibility

Eligibility is extended to employees who are serving in a country other than their usual residence, or who are designated for such service, or who are travelling to or from such a country. The date of applicant's eligibility is the date he is designated for service in a country other than that of his usual residence, as evidenced by an appointment notice or travel authorization.

1.3 Summary of Plan

The amounts of insurance are fixed according to the basic annual salary of the applicant. Eligible employees have a period of 90 days to determine whether or not they wish to participate in this group life plan without submitting to a medical examination. Employees who desire to enter the plan after 90 days or who wish to secure additional amounts of insurance must make application and submit a statement of health for review by the insurance company. The insurance premiums are deducted monthly from salary checks and paid by the Administration to the insurance company. Upon leaving UNRRA, the group insurance is terminated. However, the employee is permitted to convert his insurance by arrangement with the insurance company. The rates of the converted insurance will depend upon the employee's age at the time of conversion. The plan is presented in detail below.

2. AMOUNTS OF INSURANCE

2.1 Minimum Amounts

The minimum amount of insurance for which an employee may apply is determined by his basic annual salary as shown in the following schedule:

<u>Basic Annual Salary</u>	<u>Amount of Life Insurance</u>
Less than \$3,600	\$3,000
\$3,600 - \$5,499	\$6,000
\$5,500 and over	\$10,000

An employee may not apply for an amount less than that to which his salary entitles him. He can apply for additional insurance as provided in Paragraph 2.2. This minimum amount of insurance will be increased on the following 1 August without further application by the employee if he should receive a salary increase which qualifies him for a higher amount of insurance, unless he has already subscribed for more than the minimum amount for which he is eligible.

2.2 Additional Insurance

An employee may apply for insurance in addition to his minimum amount of insurance provided that the aggregate does not exceed \$6,000 or \$10,000. The application must be accompanied by a Statement of Health Form No. G-10639, as provided in Section 3.12. Additional insurance for which an employee may be eligible by reason of his salary increase will be provided automatically.

2.3 Rates of Insurance

The monthly rate per \$1,000 of insurance is \$.85. Thus, the monthly cost of \$3,000 of insurance is \$2.55, for \$6,000 it is \$5.10, and for \$10,000 it is \$8.50.

3. APPLICATION FOR INSURANCE

3.1 Filing of Application

3.11 Minimum Amounts An employee who desires to become insured should make application on a combined census and payroll deduction card, Form No. G-10330. If the premium deductions are made in an office other than Headquarters, the application should be filed in duplicate. The applicant should print his name on the first line in order to assure legibility. He should sign his name on the bottom half of the card. The reverse side of the card should be used for more detailed instructions regarding beneficiaries and modes of payment to them. The month of the year should be designated by name, not by a numeral. The annual salary and amount of insurance should be stated in dollars. No statement of health is required when an employee applies for only the minimum amount of insurance within 90 days from the day on which he becomes eligible. A Statement of Health Form No. G-10639 must accompany the application whenever a period of 90 days between the date of eligibility and the date of application has elapsed.

3.12 Additional Amounts

- a. When more than the minimum amount of insurance is applied for, the Statement of Health, Form No. G-10639 will be used as an application for additional insurance.

- b. If the application is made within the 90 day period of eligibility, deductions for the full amount of insurance will be made until the company has reviewed the Statement of Health. If it is acceptable to the company, the additional amount will be issued effective as of the date of application. If the application for additional insurance is disapproved, a refund will be made of the premium collected for the additional amount of insurance. However, the company will insure for the minimum amount of insurance even though disapproving the additional amount.
- c. Employees may apply for additional amounts of insurance even though the 90-day period of eligibility has elapsed. Premium deductions will not be made until such an application is approved by the company.

3.2 Receipt and Forwarding of Applications

Field missions are authorized to give employees receipts for applications pending the issuance of certificates by the company. This will be done on Form No. FI-95, entitled "Acknowledgment of Receipt of Application for Insurance Under Group Policy." Since there may be delay in issuance of a certificate of insurance, the receipt will serve as evidence of insurance coverage. The application will be forwarded directly to the Insurance and Claims Branch at Headquarters. However, if the applicant's deductions are made by an office other than Headquarters, both original and duplicate copies of the application will be forwarded to that office, which will make arrangements for monthly deductions of the premium and retain the duplicate for its record. It will forward the original copy to the Insurance and Claims Branch at Headquarters which will arrange payment of premium to the insurance company.

3.3 Effective Dates.

Insurance becomes effective on the day of application, provided the employee applies within 90 days of his date of eligibility. If the employee is not in active service at the time of eligibility, the insurance will not become effective until he returns to active service. Insurance applied for after the 90-day period will not become effective until medical evidence of insurability is approved by the company, and premium deductions will not be made until the application is approved by the company. As provided in Paragraph 3.12, the effective date of additional amounts of insurance applied for within the 90-day period, when approved, will be as of the date of application. Increases in automatic amounts of insurance resulting from salary increases will be made effective on the following 1 August, which

is the master policy renewal date.

4. BENEFICIARIES

4.1 Designation

An insured employee may designate one or more beneficiaries, or he may designate his estate, his executor, or his administrator, indicating the proportion of the insurance to be paid to each beneficiary in the event of death. He can also designate a contingent beneficiary to whom the insurance will be paid if the originally designated beneficiary predeceases the insured employee. Persons living in any part of the world may be designated as beneficiaries.

4.2 Changes in Beneficiary

A beneficiary may be changed at any time by using Form No. G-4624, "Request for Change of Beneficiary," which is available at all field offices. The fully completed form and certificate should be sent to Headquarters for transmittal to the company where the change will be recorded and a correct certificate issued.

4.3 Failure to Designate a Beneficiary

If at the time of death there is no designated beneficiary, the company will have an option to pay the insurance to the wife, husband, mother, father, child or children, or to the executor or administrator of the employee.

4.4 Minor Beneficiaries

If a beneficiary is a minor, his share may be paid, at the option of the company, to the person caring for and supporting him. Such payments will be made as follows: \$100.00 upon the death of the employee followed by monthly installments of not more than \$50.00.

5. PAYMENTS Or PREMIUMS

5.1 Method of Collection and Payment

Premiums will be collected through monthly deductions from employees' salary checks. Payments to the company will be made by the Administration. The premium charge for the insurance will commence on the first day of the month following the date the insurance becomes effective. On insurance that is terminated, the premium charge will cease on the first day of the month following the date of termination.

5.2 Changes in Amounts of Minimum Insurance

Whenever an employee receives a salary increase which requires an increase in his minimum amount of insurance, the office making his premium deductions will adjust them beginning the following 1 August and it will inform the Insurance and Claims Branch, Headquarters, of the change. When no change in deductions is necessary because the employee is already covered by more than the minimum amount, Headquarters must still be notified of such salary increases so that the minimum and additional insurance can be differentiated.

6. PAYMENT OF BENEFITS

- a. Payment will be made in the event of death from any cause whatsoever. Payment will be made in accordance with the deceased employee's designation.

Payment will be made in United States currency or in currency of another country at the prevailing rate of exchange.

- b. The insurance company requires a certification of death. It will consider as evidence a certified copy of a cable attesting to the death from the proper governmental agency of the country of which the employee was a citizen. The mission or other office should solicit the assistance of the proper consulate in reporting the death.
- c. All cases of death must be reported by cable to Headquarters by the chief of mission or head of other office. Notification of death should also be made by cable to the regional office concerned.

7. TERMINATION

Insurance under the group plan of the Administration will terminate thirty-one days after:

- a. The individual leaves the employ of the Administration
- b. UNRRA cancels or terminates the contract with the company.

However, employees may arrange with the insurance company for continuance of their insurance on an individual basis as provided for in Section 8.

An employee may cancel his authorization to UNRRA to pay premiums on his behalf in which case the insurance shall cease at the end of the period for which the last deduction was made.

8. INDIVIDUAL CONTINUANCE OF INSURANCE

8.1 Advantage of Conversion

The only advantage in converting insurance to another form of policy is that the employee need not submit to a physical examination by the insurance company. The rates of the insurance to which he desires to convert will depend upon his age at the time of conversion, just as though the employee were taking out a new policy at that time. They will also be subject to any additional charges which may be required by the company for extra hazards.

8.2 Application for Conversion

Employees may convert their group insurance to another form of policy if they apply within thirty-one days following termination of employment. The application for conversion must be addressed by the individual directly to the company, Hartford, Connecticut, United States of America. When more time for filing the application is required because of distance and difficulty of communication, notice to UMRA by the employee of his desire to convert will be sufficient, provided that the application reaches the company within an additional thirty days.

Where an application for conversion is made, it should be accompanied by Form No. B-3157, "Foreign Travel or Residence Supplement to Application for Insurance." If the form is not available, the application letter should state any contemplated residence or travel outside the United States and Canada in the foreseeable future.

8.3 Plans of Conversion

The company commonly provides information about three plans to which the insurance may be converted including ordinary life, 20 payment life, and 20 year endowment.

8.31 Ordinary Life provides for the payment of the amount of insurance to the beneficiary at the death of the employee. Premiums, are payable as long as the employee lives.

8.32 20 Payment Life provides for the payment of the amount if insurance to the beneficiary at the death of the employee. Premiums, however, are payable for twenty years only.

8.33 20 Year Endowment provides for payment of the amount of insurance to the beneficiary at the employee's death should it occur before the end of twenty years. In addition, this plan provides for payment of the amount of insurance to the

employee at the end of twenty years if he is then living. Premiums are payable for twenty years.

8.4 Amount of Converted Insurance

An employee may elect to convert or continue his insurance in any amount, but not in an amount larger than he carried as an employee of the Administration under the group plan. There is no obligation to convert the full amount of insurance formerly carried under the group plan.

8.5 Limitations on Conversion

Nationals of countries having exchange controls which forbid the conversion of the national currency to U. S. dollars for the purpose of paying premiums will be unable to convert group insurance purchased in accordance with the arrangements set forth in this order. This applies to British nationals and nationals of all other countries having similar exchange restrictions.

Lowell W. Rocks
Acting Director General

31 October 1945

SUBJECT: ESTABLISHMENT OF INTERNAL ADVISORY COMMITTEE
ON EDUCATIONAL REQUIREMENTS

1. GENERAL

1.1 Purpose:

Several countries have recently requested UNRRA assistance in reestablishing contacts with research and scientific organizations in this country to help in obtaining books and scientific publications and other forms of educational rehabilitation. To meet these requests, an Internal Advisory Committee on Educational Requirements is hereby established.

2. FUNCTIONS

2.1 The Committee will have for its purpose:

- a. To provide assistance, when requested, to member governments seeking to reestablish contacts with educational institutions or research and scientific organizations to obtain books; scientific, technical and engineering publications; and other educational rehabilitation supplies and equipment from such institutions or organizations, either through donations or purchase for the account of the government.
- b. To analyze requests from recipient countries in order to more effectively carry out the purposes of (a). The Committee will not critically review the educational program of any country, nor make any recommendations concerning the educational rehabilitation of a requesting country. The Committee will act only as a coordinating and transmitting service between member governments and institutions and organizations.
- c. To carry out the purposes set forth in (a) the Committee shall establish and maintain liaison with various educational, scientific and research institutions or organizations and shall serve to secure from those institutions or organizations all possible cooperation to achieve such purposes; the Committee shall also maintain contacts with academic groups which might serve to assist the purposes.

2. To advise the Contributed Supplies Division, Bureau of Supply, regarding the allocation of contributions of supplies obtained for the assistance of more than one recipient country.

3. MEMBERSHIP

The Committee will report to the Chief of the Bureau of Supply, and it will consist of representatives of the following organizational units: Health Division; Office of Public Information; Office of Country Mission Affairs; the Librarian; the Industrial Rehabilitation Division, the Agricultural Rehabilitation Division, the Contributed Supplies Division, and the Country Programs Division, of the Bureau of Supply.

4. CHAIRMAN

The Chief of the Contributed Supplies Division, Bureau of Supply, is designated Chairman of the Committee and will summon the first meeting. Chiefs of the other above-mentioned Divisions and Offices are requested to designate their representatives to the Committee and to inform the Chief of the Contributed Supplies Division.

5. STAFF

This Advisory Committee will have no administrative staff. Necessary secretarial functions will be performed by the Contributed Supplies Division of the Bureau of Supply.

ROY F. HENDRICKSON
Deputy Director General

30 October 1945

8

SUBJECT: INITIATING POSITION AND PERSONNEL ACTIONS

1. The attached order prescribes a new procedure for establishing positions and requesting personnel actions at Headquarters. It represents a major departure from previous procedure and is designed to expedite the accomplishment of personnel actions. It is effective 5 November 1945.
2. Before filling any new positions by original appointment, transfer, promotion, reclassification or otherwise, the positions must first be approved by the Division of Management and Budget. The Management Analysis and Classification Branch of this division must approve the position classification while Budget Control Branch must review the need for the position and certify to the availability of funds. Only then will the Division of Personnel and Training accept a "Request for Personnel Action" to fill a new position.
3. Forms P-2, "Request for Personnel Action" and P-39, "Request for Position Action" have both been revised. Sample copies are attached to Administrative Order No. 80. Initial supplies of Form P-2, revised, may be obtained from Eleanor Moller, Division of Personnel and Training, Room 232, Extension 79. Initial supplies of Form P-39, revised, may be obtained from Mrs. Louise Winston, Management Analysis and Classification Branch, Room 306, Extension 74. Thereafter supplies may be ordered in pad form from the Warehouse on Form AD-11, "Request for Administrative Equipment, Supplies and Services."
4. All requests for personnel or position action must be signed by a designated approving officer.
5. The following points are emphasized:
 - a. This procedure is effective 5 November 1945.
 - b. New positions must be established by the Division of Management and Budget before the Division of Personnel and Training can take action upon them.
 - c. New Forms P-2 and P-39 must be used.
 - d. Each request must be properly signed by a designated approving officer.
 - e. Full details are contained in Administrative Order No. 80.
6. This order supersedes Administrative Order No. 10, 5 May 1944 and Supplement 5, 14 March 1945.

CORRINGTON GILL
Deputy Director General
Bureau of Finance and Administration.

Note: Detach this memorandum before filing the accompanying material.

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SUBJECT: INITIATING POSITION AND PERSONNEL ACTIONS

Section 1. GENERAL

1.1 Purpose

This order prescribes responsibilities and procedures for the initiation and processing of position and personnel actions at Headquarters.

1.2 Responsibilities

1.21 Division of Management and Budget. Approval or disapproval of requests for position actions in terms of:

- a. Availability of funds
- b. Work load requirements
- c. Organizational propriety and soundness
- d. Individual position classification

1.22 Division of Personnel and Training. Approval or disapproval of requests for personnel actions in terms of:

- a. Qualifications of proposed individuals
- b. Propriety of changes in status

1.3 Summary of General Procedure

1.31 A position must be established and classified before it can be filled. This should be accomplished in advance of recruitment so that the position can be filled speedily when an appointee is selected.

1.32 A request for the establishment of a new position or the reclassification of an existing position shall be sent to the Division of Management and Budget.

1.33 A request to fill a new position or to approve the qualifications of an employee occupying a position which has been reclassified shall be sent to the Division of Personnel and Training only after position approval by the Division of Management and Budget.

1.34 All other personnel actions shall be sent directly to the Division of Personnel and Training.

Section 2. ESTABLISHING NEW POSITIONS AND RECLASSIFYING EXISTING POSITIONS

2.1 Preparation of Request for Position Action

The Request for Position Action, Form No. P-39, Revised, will be prepared in quadruplicate by the initiating office and sent to the Division of Management and Budget. The items to be filled in on the form are described below. Other items are to be left blank.

2.11 Action Requested

- a. Check appropriate box
- b. Fill in identifying data
- c. Insert proposed grade according to UNRRA schedule as shown in Appendix I, but do not show salary.

2.12 Budget Justification

- a. Fill in only for additional position
- b. Item 4b is the basis for approval action by the Budget Control Branch. Justify the expenditure of funds for the position.
- c. If temporary position, specify estimated duration.
- d. If compensation is to be paid on when-actually-employed basis, specify number of days estimated employment.
- e. If employment is without compensation, specify anticipated duration.

2.13 Statement of Duties and Responsibilities

- a. If new position, fill in only if it involves different duties from those of existing positions. Do not fill in for additional identical positions.
- b. Fill in if a reclassification is proposed.
- c. Describe each duty, in order of importance, showing in right-hand column the percentage of time to be devoted to each. Describe the work so that a new employee could use this as a job instruction.
- d. If reclassification, show clearly the increase in duties and responsibilities which justifies reclassification.
- e. In the space for qualifications, at the bottom of the page, specify the elements which are desirable in addition to those which are essential. In case of reclassification, specify any new elements which are necessary for proper performance.

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- 2.15 Approving Officer. The appropriate approving officer, as previously designated by the head of the bureau or office involved, shall sign all four copies of the form.

2.2 Action by Management and Budget Division

2.21 Management Analysis and Classification Branch

- a. Determines soundness of proposed organizational relationships and validity of the position classification.
- b. Sends original copy of approved requests to Personnel and Training Division as authority to act upon a request to fill a new position or to process a reclassification.
- c. Sends one carbon copy of approved requests to initiating official.

2.22 Budget Control Branch

- a. Determines adequacy of budget justification if new position.
- b. Assigns position number if position is approved.
- c. Checks for availability of funds.

Section 3. FILLING NEW POSITIONS

3.1 Preparation of Request for Personnel Action

The Request for Personnel Action, Form P-2, Revised, will be prepared in triplicate. Two copies will be forwarded to the Appointment Section of the Division of Personnel and Training, accompanied by two copies of Form P-1, Application for Employment, if a request for appointment of a designated person (name action). The third copy will be retained by the initiating office. Detailed preparation of Form P-2, Revised, is prescribed below.

- 3.11 Name of Candidate or Employee: Enter name of candidate; leave blank if request for eligibles.
- 3.12 Date: Insert date of actual preparation of this form.
- 3.13 Effective Date Requested: State whether new appointee is to enter on duty "upon approval" by the Division of Personnel and Training or at a specified later date.
- 3.14 Action Requested: Check the appropriate box, as follows:
 - a. "Request for Eligibles", if recruiting is desired.
 - b. "New Appointment", if a specific candidate is proposed.

3.15 Status Data: Fill in proposed status only, unless a name action. If a name action, fill in present status also.

3.16 Remarks or Justification:

- a. Include suggestions, if any, as to sources of qualified candidates.
- b. If name action, include any pertinent remarks.

3.17 Approving Officer: The approving officer designated by the head of the bureau or office involved will sign all three copies of the form.

3.18 Approvals: Do not use this space. It is reserved for clearances after the request has been submitted.

3.2 Action by Division of Personnel and Training

3.21 Name Actions. The placement officer assigned to the initiating organizational unit shall process the action as follows:

- a. Determine suitability of candidate for the particular position.
- b. Arrange for clearance on approved candidates in 18 to 26 age group with UNRRA Selective Service Committee.
- c. Arrange for appointee's release from present employer wherever required by specific UNRRA agreement.
- d. Obtain concurrently all required clearances in appropriate spaces on bottom of form.

3.22 Request for Eligibles. The appropriate placement officer shall proceed as follows:

- a. Provide initiating official with names and records of qualified eligibles.
- b. Secure memorandum notification by initiating official of candidate selected.
- c. Insert name of appointee and present status data.
- d. Process action in the same manner as a name action. (See 3.21)

3.23 Refilling Positions by Outside Recruitment. When a position previously established and filled is to be refilled by outside recruitment, the procedure shall be the same as in the case of initial appointments to new positions. (See 3.21.)

Section 4. Miscellaneous Personnel Actions

4.1 Types of Actions.

4.11 This section describes the procedure for initiating personnel actions of the following nature:

Within-Grade Increase
Transfer
Separation
Any other

4.12 These personnel actions involve positions which have already been approved from a budget and classification standpoint. In many cases they are actions vicing existing staff into approved positions which have become vacant.

4.2 Preparation of Request for Personnel Action

The Request for Personnel Action, Form P-2, Revised, will be prepared in triplicate. Two copies will be sent to the Appointments Section, Division of Personnel and Training. The third copy will be retained by the initiating office. Detailed preparation of this form is prescribed below.

4.21 Name of Candidate or Employee. Insert name of present occupant of position.

4.22 Action Requested. Check the appropriate box according to the following distinctions:

- a. "Within-grade salary increase" - either a periodic step increase for one year's satisfactory service at the same salary or an especially meritorious increase of one or more steps in recognition of superior accomplishments.
- b. Transfer - a change in section, branch, division, bureau or office; promotion or demotion in grade; a change in duties.
- c. Separation - a resignation, a termination of temporary appointment, or a discharge for disciplinary reasons or for failure to perform satisfactorily.

4.23 Status Data

- a. Furnish both present and proposed status data except for a separation.
- b. For a separation furnish present status data only.
- c. Use title and grade as approved by the Division of Management and Budget.

4.24 Remarks or Justification

- a. Within-grade Salary Increase - For a periodic step increase certify to the satisfactory nature of the employee's services. For an especially meritorious increase cite the actual accomplishments which were markedly above the performance of the average employee in the same type of position.
- b. Transfer - Explain why the employee's services are more desirable in the proposed location. Transfers between bureaus or offices must have the signature of the approving officer of the relinquishing unit on Form No. P-2, Revised. If a promotion is involved, include any data not in the employee's personnel folder. If the employee has been performing the increased duties involved in a reclassification, state for how long. If a demotion is involved, specify the circumstances, indicating whether for disciplinary reasons, the result of reduction in force, or reclassification to a lower grade.
- c. Separation - Explain the circumstances in detail, attaching pertinent files and exhibits of background data. For resignations, attach the employee's letter of resignation.

4.3 Action by Division of Personnel and Training

The appropriate placement officer will review the action and determine its propriety in terms of maximum utilization of the employee's skills in the best interests of the Administration. If he approves the action, the placement officer will obtain all required clearance signatures.

Section 5. COMPLETION OF ACTION

Upon approval of the candidate by the placement officer, the Division of Personnel and Training will prepare Form No. P-3, Personnel Journal, one copy of which shall be sent to the initiating official as notice of final approval. In the case of a new appointment, the Division of Personnel and Training will arrange for the appointee's entrance on duty.

Section 6. Negotiations. If one of the branches of the Division of Management and Budget or the Division of Personnel and Training is unable to approve a proposed action, it shall be discussed with the initiating official in an attempt to adjust the disagreement. If an agreement cannot be reached, a memorandum will be sent to the initiating official by the appropriate branch head explaining the reasons why the action cannot be approved as submitted.

31 October 1945 Page 7

Section 7. CANCELLATIONS

Whenever an initiating official wishes to cancel an action, he shall send a memorandum to that effect to the Division of Management and Budget if a position action, or to the Division of Personnel and Training if a personnel action.

Section 8. ORDERS SUPERSEDED

This order supersedes Administrative Order No. 10, dated 5 May 1944, and any other orders or instructions of the Administration which are in conflict with the provisions of this order.

Section 9. EFFECTIVE DATE

This order shall be effective as of 5 November 1945.

UNRRA

1. NAME OF CANDIDATE OR EMPLOYEE

REQUEST FOR PERSONNEL ACTION

2. DATE PREPARED

3. EFFECTIVE DATE REQUESTED

4. ACTION REQUESTED

☐ REQUEST FOR ELIGIBLES

☐ SEPARATION

☐ NEW APPOINTMENT

☐ OTHER (*Specify*)

☐ WITHIN-GRADE SALARY INCREASE

☐ TRANSFER TO ANOTHER POSITION

5. ITEM	6. PRESENT STATUS	7. PROPOSED STATUS
a. TITLE		
b. GRADE AND SALARY		
c. BUREAU OR OFFICE		
d. DIVISION		
e. BRANCH		
f. SECTION		
g. HEADQUARTERS		
h. HOME STATION		
i. TENURE OF EMPLOYMENT		
j. POSITION NUMBER		

8. REMARKS OR JUSTIFICATION

9. APPROVALS

INITIATING OFFICER

TITLE

DATE

APPROVING OFFICER

TITLE

DATE

REQUEST FOR POSITION ACTION

POSITION INFORMATION <i>(Filled in by Initiating Officer)</i>	2. ACTION ON POSITION <i>(Filled in by Management and Budget)</i>
1. ACTION REQUESTED	a. POSITION NUMBER
a. <input type="checkbox"/> ESTABLISH ADDITIONAL POSITION	b. APPROVED TITLE
<input type="checkbox"/> RECLASSIFICATION OF POSITION NO. _____	c. APPROVED GRADE
<input type="checkbox"/> OTHER (<i>Specify</i>) _____	
b. TITLE	3. APPROVALS
c. PROPOSED GRADE	a.
d. BUREAU	BUDGET CONTROL
e. DIVISION	DATE
f. BRANCH	b.
g. SECTION	MANAGEMENT ANALYSIS AND CLASSIFICATION
	DATE

4. BUDGET JUSTIFICATION

- a. IF POSITION IDENTICAL WITH ANOTHER IN SAME ORGANIZATIONAL UNIT, GIVE NUMBER OF LATTER. _____
- b. SPECIFY NEED FOR NEW POSITION IN TERMS OF WORK LOAD. EXPLAIN NECESSITY FOR ANY PROPOSED DUTIES AND RESPONSIBILITIES WHICH ARE DIFFERENT FROM THOSE OF OTHER POSITIONS IN SAME ORGANIZATIONAL UNIT.

STATEMENT OF DUTIES AND RESPONSIBILITIES

DESCRIBE THE POSITION FULLY, GIVING EACH PART OF THE JOB EXACTLY AS IT IS DONE. SPECIFY SUPERVISORY RESPONSIBILITIES, IF ANY, GIVING THE NUMBER AND TYPES OF SUBORDINATE POSITIONS.

% TIME

SPECIFY ANY SPECIAL EXPERIENCE, EDUCATION, PERSONALITY TRAITS, TRAINING, OR OTHER QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE OF THESE DUTIES AND RESPONSIBILITIES.

SIGNATURE OF INITIATING OFFICER

TITLE AND DATE

SIGNATURE OF APPROVING OFFICER

TITLE AND DATE

7 November 1945

SUBJECT: RECORDS PROGRAM

1. Purpose

This Order establishes the responsibility of the Division of Administrative Services for management of the official documents and records of the Administration.

2. Responsibility of the Division of Administrative Services,
Security and Records Branch

- 2.1 Definition of all records that shall be considered official documents of the Administration.
- 2.2 Classification of all records as to permanent essentiality, temporary essentiality and non-essentiality.
- 2.3 Development of standards of filing to insure efficiency of use, adequate security and systematic records retirement.
- 2.4 Development of policies and procedures for the transfer and final disposition of records in consultation with the various offices of the Administration that have a primary functional interest in each case.

8 November 1945

SUBJECT: EMPLOYMENT OF NATIONALS OF MEMBER NATIONS AND OTHERS

1. General

This order establishes the policy for the employment of nationals of member nations and others.

2. Policy

2.1 Employment of Nationals of Member Nations

Whenever possible, UNRRA staff shall be appointed from the nationals of member nations, selected on the basis of individual competence, character, and integrity without discrimination on the grounds of sex, race, nationality or creed, and recruited upon as wide a geographic basis as is possible, compatible with efficient administration.

2.2 Employment of Others

2.21 Where qualified nationals of member nations are not available, other candidates including stateless persons, may be appointed. Each appointment at Headquarters must be authorized by the Deputy Director General for Finance and Administration. Similarly, each appointment at the regional office must be authorized by the Deputy Director General for Finance and Administration at the regional office. Appointments made to mission staffs must be authorized by the Chief of Mission.

2.22 The Chief of Mission may, in an enemy or ex-enemy country, employ nationals of that country for local service in positions not involving policy making or administration. Appointments to other positions may be made by the Chief of Mission only in accordance with 2.21.

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL
FOR FINANCE AND ADMINISTRATION

SUBJECT: PERSONAL EFFECTS AND BAGGAGE INSURANCE

1. General

1.1 Purpose

This order establishes the policy of the Administration regarding loss or damage of personal effects or baggage of UNRRA employees. It also describes arrangements made for UNRRA employees and their families to purchase personal effects insurance under a policy issued by the Rhode Island Insurance Company of the United States.

1.2 Policy

1.21 The Administration will accept responsibility for loss or damage to personal effects or baggage only where it has undertaken to store or forward such personal effects or baggage and where the loss or damage results from negligence by Administration officials.

1.22 The Administration acts only as a facilitating agent between the insurance company and the individual applying for insurance and accepts no responsibility with regard to these arrangements. Employees may obtain insurance through their own arrangements or in accordance with any other plan provided by the Administration.

1.3 Definition of Personal Effects

"Personal effects" means clothing, baggage and other effects customarily worn or carried by a traveller and belonging to, used or worn by the assured and his immediate family.

1.4 Eligibility

This insurance is available to any UNRRA employee travelling or living outside of the country of his normal residence. It is also available to members of the immediate family of any employee travelling to or residing in the country of the employee's assignment.

2. Benefits, Coverage and Cost

2.1 Benefits

This insurance covers personal effects against loss or damage anywhere in the world, while in transit or otherwise, including protection against theft and mysterious disappearance. It does not cover them while in the employee's permanent residence or in storage

other than that incidental to travel. The company will not be liable for more than 10% of the total insurance under any certificate if the theft is from an automotive vehicle.

2.2 Maximum Coverage

The value to be insured by any one person may not exceed \$2,500. Separate certificates not to exceed \$2,500 each will be issued to any eligible member of the family upon separate application. The insurance on any one article of special value such as furs, jewelry, watches, etc., shall not exceed \$100, nor shall the aggregate of such articles exceed 25% of the total coverage.

2.3 Cost

2.31 The annual premium for all risks is $2\frac{1}{2}\%$ of the value to be insured. This does not include war risk, for which separate coverage is available.

2.32 Separate or additional coverage for war risk may be obtained at the option of the assured for $1\frac{1}{2}\%$ of the value to be insured. War risk coverage includes acts of war, riot and civil commotion, both afloat and ashore.

2.33 The annual premium for combined coverage for war risk and all other risks is 4% of the value to be insured.

3. Application for Insurance

3.1 Filing of Application

3.11 Employees on Headquarters Payroll

3.111 Employees at Headquarters, when making travel arrangements, shall prepare two copies of Form FI-96 "Application for Personal Effects Insurance." Payment may be made by check or cash. One copy of the form will be returned to the employee as a receipt, and one copy will be retained by the Insurance and Claims Branch.

3.112 Employees in the field, on Headquarters payroll, shall prepare two copies of Form FI-96 and mail them to the Insurance and Claims Branch at Headquarters. One copy will be used as authorization for payroll deduction, and the other copy will be retained by the Insurance and Claims Branch.

3.12 Employees on Field Payroll

Employees on field payrolls shall prepare two copies of Form FI-96. One copy shall be forwarded to the office on whose payroll the applicant is listed. That office shall use its copy as authorization for payroll deduction. When the deduction is made, Headquarters shall be credited and notified by means of a Credit Advice. The second copy shall be forwarded directly to the Insurance and Claims Branch, Headquarters, for issuance of the insurance certificate.

3.13 Families

Members of the family of an eligible UNRRA employee shall make application on Form FI-96 in the same manner as UNRRA employees, and payment shall be made in the same manner.

3.2 Transmittal of Application

Each application to be sent from a field office to Headquarters shall bear the date of transmittal to Headquarters. Since the postmark is used as evidence of the effective date, applications shall be sent by regular mail or air mail. They shall not be sent by diplomatic pouch or courier.

4. Issuance of Insurance Certificate

Upon receipt of Form FI-96 properly prepared, the Insurance and Claims Branch will issue a certificate of insurance, an original and duplicate of which shall be delivered in accordance with the employee's instructions on Form FI-96. Additional copies of the certificate shall be distributed as follows:

- a. Two copies to Division of Finance to be mailed to the insurance company.
- b. Two copies to be retained by the Administration.

5. Renewals

5.1 Authorization

Automatic renewal of insurance may be authorized by the applicant by checking the appropriate box on Form FI-96. Otherwise, the insurance will expire at the end of one year.

5.2 Cancellation

The authorization for automatic renewal may be cancelled by the employee provided he notifies the Insurance and Claims Branch, Headquarters, in writing thirty days before the expiration of the current year's coverage. An employee on a field payroll must also advise the office on whose payroll he is listed.

5.3 Payroll Deductions

The office on whose payroll the employee is listed shall make a deduction at the time for renewal if authorized in the original application or as instructed by the policyholder.

6. Losses and Claims

6.1 Reports of Loss or Damage

Loss or damage should be reported first to the agent of the Rhode Island Insurance Company located at the place of loss, or, if none, to a representative of the Board of Underwriters of New York, or to an agent of Lloyd's of London. It should also be reported simultaneously to the Insurance and Claims Branch, Headquarters. Loss by theft or burglary should be reported immediately to the local police.

6.2 Claims

6.21 Filing of Claims

Claims shall be presented to the settling agent of the insurance company (see attached list) for adjustment or to the Insurance and Claims Branch, Headquarters, if no such agent is available. In any event, the Insurance and Claims Branch should be notified of all claims. The claim should be filed in duplicate on Form PE-102 "Statement of Loss." When the claim is for the full amount of coverage, either the original or duplicate copy of the certificate should be attached to the Statement of Loss.

6.22 Reduction of Coverage

Any partial claim paid under a certificate reduces the amount of coverage by the amount paid. The certificate is automatically cancelled upon payment of a claim for the full amount.

6.23 Restoration or Reinstatement of Coverage

The insurance will be restored or reinstated to its full value if the applicant has so requested on Form FI-96 at the time of application, or if he files a new Form FI-96 with the Insurance and Claims Branch, Headquarters. A new certificate will be issued for reinstatements. A pro rata charge will be made by payroll deductions.

6.24 Payment of Claims

Claims will be paid in United States dollars or in local currency at the prevailing rate of exchange.

Attachment

CORRINGTON GILL
DEPUTY DIRECTOR GENERAL FOR
FINANCE AND ADMINISTRATION

SETTLING AGENTS

(Located Outside United States)

VENEZUELA Caracas

Antoni & Reina, P. O. Box 1992

ANTREI

BRAZIL Rio de Janeiro

Frisbee, Freire & Co., Ltd.
34 Rua Teofilo Otoni, P. O. Box 1351

PEARLCO

ARGENTINA Buenos Aires

Simmonds & Cia., Reconquista 46

SIMCODA

CHILE Valparaiso

Hanna & Company

HANNA VALPARAISO

AUSTRALIA Sydney

T. S. Douglas & Son, 56 Pitt Street
Postal Address G.P.O. Box 3739

INSURGENT, SYDNEY

AFRICA Johannesburg

Parry, Leon & Hayhoe, Ltd.
Maritime House, Loveday Street
Ditto - Box 2448
Ditto - Box 185
Ditto - Box 998

FREIGHTS

Capetown
Port Elizabeth
Durban

EGYPT Alexandria

L. Polnauer & Company, o Rue Ancienne Bourse
P. O. Box 72

MITPOL

Cairo
Port Said

L. Polnauer & Company, 3 Rue Baehler
L. Polnauer & Company

POLNACO
SOLON

INDIA Bombay

F. E. Hardcastle & Co., Ltd.
339 Alice Bldgs., Hornby Road

VERITAS

PORTUGAL Lisbon

James Rawes & Company

RAWES-LISBON

SURVEYORS

(Located Outside United States)

MEXICO Tampico Mexico City

R. George Pulford, Apartado No. 160
W. Kennedy, Apartado No. 2818

PULFORD
NAGRAD

CUBA Havana

Godoy-Sayan, Edificio La Metropolitana

ENGOYSA

PUERTO RICO San Juan

William Munch, P. O. Box 1952

WILIMUNCH

WEST INDIES Nassau, New Providence Island

Robert H. Curry & Company, Ltd.
303 Bay Street

CURRYSON

**APPLICATION FOR
PERSONAL EFFECTS INSURANCE**

INSTRUCTIONS

- a. For UNRRA employees and their families.
- b. Prepare this form in *duplicate*.
- c. At Headquarters, submit both copies to the Finance Division.
- d. In the field, send both copies to the Insurance and Claims Branch, Headquarters, if you are paid by Headquarters. If you are paid by a Field Office, send one copy to that Field Office and the other copy to the Insurance and Claims Branch, Headquarters.
- e. The maximum insurance on jewelry, furs, watches, and other items of special value is \$100 per item. See Question 6a.
- f. This insurance expires at the end of one year. If you wish it renewed automatically, initial Question 7b.
- g. All claims paid reduce the coverage of this insurance by an equivalent amount. If you wish the coverage to be reinstated in full, answer Question 9.

**1. NAME OF
EMPLOYEE**

2. ON PAYROLL OF (Check one)

☐ HEADQUARTERS

☐ FIELD OFFICE

**3. IF ON A FIELD OFFICE
PAYROLL, GIVE NAME
OF THAT OFFICE**

**4. NAME OF
FAMILY
MEMBER**

**5. RELATIONSHIP OF
FAMILY MEMBER
TO EMPLOYEE**

6. AMOUNT OF INSURANCE (Multiples of \$50.00)

a. FOR JEWELRY, FURS, WATCHES,
AND OTHER ITEMS OF SPECIAL
VALUE \$

b. FOR OTHER PER-
SONAL EFFECTS

c. **TOTAL** \$

PAYMENT OF PREMIUM

7. METHOD OF PAYMENT

a. CHECK ONE:

☐ PAYMENT MADE HERewith

☐ PAYROLL DEDUCTION AUTHORIZED

b. IF AUTOMATIC RENEWAL AT END OF YEAR IS DESIRED,
INITIAL HERE. PAYROLL DEDUCTION WILL BE MADE
AUTOMATICALLY

8. AMOUNT OF PREMIUM

a. 2% OF ITEM 6c, FOR "ALL
RISKS" EXCEPT WAR RISK \$

b. 1% OF ITEM 6c, FOR
WAR RISKS

c. **TOTAL** \$

9. AUTOMATIC REINSTATEMENT OF INSURANCE COVERAGE

IF IT IS DESIRED THAT THE AMOUNT OF COVERAGE BE REINSTATED TO THE FULL VALUE AS PROVIDED IN ITEM 6, ABOVE, INITIAL
HERE. (See Instructions (g)) PAYROLL DEDUCTION WILL BE MADE.

INITIALS: _____

10. ORIGINAL CERTIFICATE TO BE SENT TO ASSURED

NAME

ADDRESS

11. COPY OF CERTIFICATE TO BE SENT TO

NAME

ADDRESS

**12. DATE OF THIS
APPLICATION**

**13. SIGNATURE OF
APPLICANT**

ACKNOWLEDGMENT AND RECEIPT

TO: _____
NAME OF ASSURED

THIS ACKNOWLEDGES YOUR APPLICATION FOR PERSONAL EFFECTS AND BAGGAGE INSURANCE.

AMOUNT OF INSURANCE \$ _____

AMOUNT OF PREMIUM \$ _____

☐ PAYMENT HERewith IS ACKNOWLEDGED

INITIALS

☐ PAYROLL DEDUCTION WILL BE MADE

EFFECTIVE DATE

SIGNATURE AUTHORIZED UNRRA AGENT

SUBJECT: PERSONAL EFFECTS AND BAGGAGE INSURANCE

Section 2.3 of Administrative Order No. 83 is revised to read as follows:

2.3 Cost

- 2.31 The annual premium for all risks is 2% of the value to be insured. This does not include war risk, for which separate coverage is available.
- 2.32 Separate or additional coverage for war risk may be obtained at the option of the assured for 1% of the value to be insured. War risk coverage includes acts of war, riot and civil commotion, both afloat and ashore.
- 2.32 The annual premium for combined coverage for war risk and all other risks is 3% of the value to be insured.

Burton E. Palmer, Chief
Bureau of Administration

SUBJECT: PERSONAL EFFECTS AND BAGGAGE INSURANCE

Section 2.3 of Administrative Order No. 83 is revised to read as follows:

2.3 Cost

- 2.31 The annual premium for all risks is 2% of the value to be insured. This does not include war risk, for which separate coverage is available.
- 2.32 Separate or additional coverage for war risk may be obtained at the option of the assured for 1% of the value to be insured. War risk coverage includes acts of war, riot and civil commotion, both afloat and ashore.
- 2.32 The annual premium for combined coverage for war risk and all other risks is 3% of the value to be insured.

Burton E. Palmer, Chief
Bureau of Administration

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

ADMINISTRATIVE ORDER NO. 83
SUPPLEMENT NO. 2
17 September 1946

SUBJECT: AMENDMENT OF REGULATIONS GOVERNING PERSONAL EFFECTS
AND BAGGAGE INSURANCE

Section 1.21 of Administrative Order No. 83, dated 10 November 1945,
is hereby rescinded. Effective immediately, the Administration accepts
no responsibility for loss or damage to personal baggage. Employees
are advised to secure insurance to cover such loss or damage.

Lowell W. Rooks
Chief Executive Officer