

- 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 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.

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.

UNRRA

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

UNRRA

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.

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.
- 4.82 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 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.
- 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 5.8), 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 7.25 (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 (a).

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

standard commodity classifications used in the financial reports. The debit advices shall 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 (e) 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 (e). 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 adjustment 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 on 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

EUROPEAN REGIONAL OFFICE.

Series: Administration. Order No: A. 201.
Subject: ACCOUNTING FOR ADMINISTRATIVE PROPERTY AND SUPPLIES (INCLUDING VEHICLES AND SPARE PARTS.) AMENITY AND EMERGENCY BASIC SUPPLIES, UNIFORM AND CLOTHING, FOOD SUPPLIES, WELFARE AND MORALE ITEMS, FUEL AND PETROL, OIL AND LUBRICANTS. Date: 20th March, 1946.

1. PURPOSE.

The purpose of this Order is to establish the basic procedure to be used by European Regional Office, Central Headquarters, Germany and Field Offices (Mission or otherwise) in accounting on commodity basis for Administrative property and supplies, (including vehicles and spare parts), uniform and clothing, food supplies, welfare and morale items, amenity and emergency basic supplies, fuel, petroleum, oil and lubricants required for the use of or consumption by the Administration at European Regional Office, Central Headquarters, Germany and Field Offices (Mission or otherwise), U.N.R.R.A. personnel and displaced persons in Germany and Austria, and to define the accounting responsibility in these offices and between the Department of Finance and Administration and Department of Supply.

2. APPLICABILITY.

This Order applies to ERO and to all Missions and Field Units under the jurisdiction of ERO.

3. EFFECTIVE DATE.

This Order will take effect from the date of receipt.

4. DEFINITIONS.

The following definitions will be used for ease of reference in this Order.

(a) Administrative Property and Supplies.

This term refers to those items which are specifically listed in the Administrative Property Accountability Manual; it includes vehicles and spare parts.

(b) Administrative Commodities:

Uniform and Clothing, Food Supplies, Welfare and Morale Items, Petrol, Oil, and Lubricants and Fuel will be referred to collectively in this Order under the general term "Administrative Commodities" in order to distinguish them from Administrative Property and Supplies.

(c) Amenity Supplies.

All articles used for morale and welfare purposes and food supplies of types not normally included in basic army food supplies, such as candy, chocolate, cigarettes, etc., for use by displaced persons in Germany or Austria.

(d) Emergency Basic Supplies.

Any basic supplies normally forthcoming from military sources which it may become necessary for U.N.R.R.A. to procure through U.N.R.R.A. channels for use by displaced persons in Germany and Austria.

5. ALLOCATION OF ACCOUNTING RESPONSIBILITY BETWEEN THE DEPARTMENT OF FINANCE AND ADMINISTRATION WITH REGARD TO ADMINISTRATIVE PROPERTY, SUPPLIES AND COMMODITIES AND AMENITY AND EMERGENCY BASIC SUPPLIES.

(a) It will be the responsibility of the Department of Finance Administration to issue budget allotment advices authorising procurement of Administrative property, supplies and commodities but not amenity or emergency basic supplies for displaced persons and to maintain a system of accounting in accordance with this Order from the time that the items are received and taken on charge by European Regional Office, Central Headquarters, Germany and Field Offices (Mission or otherwise) until such time as they are finally expended, consumed, condemned as unserviceable or disposed of by the Administration. For the purpose of this Order, goods will be deemed to have been taken on charge at the moment when they are signed for by, and come under the control of, a representative of the consignee, whether it be at a point in transit or at final destination. The responsibility of the Department of Supply is that of a purchasing agent and begins with procurement within authorised allotments and ends when a receipt has been obtained from the consignee or a representative acting on his behalf.

(b) It is emphasized that this system of accounting is intended to apply to all U.N.R.R.A. units in the field at every level but is subject to modification in detail at the discretion of Chief of Operations Germany and Chiefs of Mission in cases where it is administratively impossible to carry it out in full.

6. POLICY.

It is essential that an effective and practical system of accounting should be set up and taken into use forthwith in order to ensure that:-

- (a) A record is maintained of the types, numbers and quantities of all Administrative Property and Supplies, and of all Administrative commodities, Amenity supplies and Emergency Basic Supplies received by European Regional Office, Central Headquarters, Germany and Field Offices (Mission or otherwise).
- (b) Administrative Property and Supplies, Administrative commodities, Amenity supplies and Emergency Basic supplies are applied only to their proper uses and in the authorised numbers and quantities, thereby eliminating waste and misuse.
- (c) Authorised Reserves and working stocks are maintained correctly.
- (d) A basis is available on which to formulate demands accurately and quickly, and to check entitlements.
- (e) The disposition and location of all U.N.R.R.A. Administrative Property and Supplies and of Administrative Commodities and Amenity Supplies and Emergency Basic Supplies is known and properly controlled.

7. PRINCIPLES.

The main principles of any system of property or commodity accounting may be summarised as follows:-

- (a) Every transaction will be entered upon the appropriate side of the account as it occurs (debit or credit, receipt or issue).

/(b)

- (b) Every transaction will be dated and allotted a number in the Account,
- (c) Name/Designation of Consignors/Consignees or source of origin/method of disposal, will be shown,
- (d) Every transaction will be supported by a voucher, document, invoice or receipted bill and these will be numbered vide sub-para (b).
- (e) In the absence of a voucher, etc., the actual number or quantity received will be entered in the account without delay, and a Certificate Receipt Voucher, signed by the official in charge of the Account, will be made out in support of the entry.
- (f) All entries in the Account will be checked and initialled by the responsible official.
- (g) Accounts will be balanced periodically and the balance compared by a disinterested official with stock in hand and on inventory,
- (h) Inventories will be prepared and maintained in respect of all non-expendable items which are in use or on loan, showing the allotment and location. Receipts will be obtained from the responsible official or individual concerned who will be held responsible for the safe custody of the goods and their proper use until returned to store or transferred elsewhere,
- (i) Non-expendable items of discovered or donated Administrative Property and Supplies or Administrative Commodities and Emergency Basic Supplies and Constructed Property, will be taken on charge in the accounts as if they were normally acquired U.N.R.R.A. property, but similar items which are loaned to the Administration will be recorded separately and a record kept of their disposal,
- (j) Expendable stores, Food, Fuel, etc., will be taken on charge in the account on receipt and will be struck off at time of issue to the consuming Unit, which in turn will maintain a record to show how they are disposed of for domestic use,
- (k) Expendable stores, foodstuffs, etc., which are donated to U.N.R.R.A. will be taken on charge and accounted for in the same way as normally acquired U.N.R.R.A. property of similar type,
- (l) Losses in store or in transit, damages to goods, thefts, etc., will be dealt with by a Property Survey Committee in accordance with the provisions of the Administrative Property Accountability Manual (page 10).
- (m) The maker's registered number (if any) for any items of Administrative Property is included in the relevant accounting record.

8. ADMINISTRATIVE PROPERTY AND SUPPLIES.

Administrative Property and Supplies will be accounted for in accordance with the provisions of the Administrative Property Accountability Manual which was issued to all concerned in October, 1945. /The

The instructions contained in this Manual are detailed and comprehensive and do not require elaboration but attention is drawn in particular to:-

- (a) The explanatory notes, contained in the Introduction.
- (b) The definition of Administrative Property and Supplies and of "Expendable" and "Non-expendable" property on page 1.
- (c) The method of accounting for Property issued to Individuals on page 7.
- (d) Instructions with regard to Inventories on pages 8 and 13.
- (e) Instructions with regard to Discovered, Donated, Constructed and Loaned property on pages 9 and 10.
- (f) List of "expendable" and "non-expendable" property on pages 16 - 21.
- (g) The accounting forms to be used, which are shown at the end of the Manual.

2. UNIFORM AND CLOTHING.

- (a) When uniform or clothing is acquired by the Administration either for initial and other free issues or for replacement issues on repayment to its employees, it will be accounted for in a ledger in accordance with principles outlined in paragraph 7.
- (b) Articles issued free will be priced in local currency at the list price in force at the time of issue; the name of the employee to whom the issue is made will be entered in the ledger, and the entry will be clearly marked "Free Issue".
- (c) Before a free issue is made the storeman or other responsible official will satisfy himself that the employee in question is entitled to the issue. At the time of issue details of the articles issued will be entered by the storeman or other responsible official in Sec. 12 of the employee's pay book, an issue voucher to support the transaction will be signed by the employee.
- (d) Articles issued on repayment will be charged out to the employee at the list price in force at the time of purchase; entries in the ledger in respect of such transactions will be clearly marked "Repayment" in red ink.
- (e) A demand for uniform or clothing on repayment will be priced by the Stock room and passed to the Paymaster, who will mark it "PAID" after he has taken action to recover the amount from the employee. This demand will then be presented to the Stock room after which the issue will be made, the demand form duly signed by the employee being retained as a supporting Voucher to the transaction.
- (f) Articles of clothing or uniform issued on loan for a specific purpose (Fur-lined coats, Flying suits, etc.) will be dealt with according to the procedure laid down in the Administrative Property Accountability Manual on page 7 (Property issued to Individuals).

/(g)

- (g) Proceeds of sales on repayment will be dealt with in accordance with instructions in para. 15 of this Order.

10. FOOD SUPPLIES.

- (a) Food supplies when acquired in bulk for Administrative use and stored centrally in an U.N.R.R.A. Warehouse prior to issue to Units, will be accounted for in a Provision Account in accordance with the principles laid down in para. 7. A separate page will be allotted to each commodity or component of the Ration. Consumer Units will account for Rations drawn in a Ration Accounts Book which will be compiled daily under the supervision of the Messing Officer. It will contain the following information, which will be entered daily:-
- (i) Posted strength of Unit;
 - (ii) Number of personnel not with the Unit, e.g. hospital leave, absent on duty, etc.;
 - (iii) Number of personnel actually in mess daily;
 - (iv) Number of rations drawn (commodities to be shown);
 - (v) Number of rations actually consumed (commodities to be shown);
 - (vi) Number of rations (commodities to be shown) over and under drawn during the month, up to the day in question, i.e. Balances daily.
- (b) The ration account book will be balanced after issues on the last day of each calendar month. The balance of commodities in hand (if any) will be checked against actual stock in store.
- (c) Any balance in hand will be carried forward to the next account but where such balances exceed one day's entitlements, adjustments will be made early the next month by means of appropriate underdrawals.
- (d) If a Consumer Unit is authorised to keep a of Rations, the reserve will be shown separately (by commodities) at the end of the ration account book and will not be included in the day-to-day balance carried forward.
- (e) The ration account book and the balances in store (including any Reserves) will be checked periodically by the Senior Officer of the Unit and always on the last day of each month after issues have been made.
- (f) Demands will be signed by the Senior Official of the Unit or by a competent Official on his behalf. He will satisfy himself that the quantities demanded are adequate but not excessive.
- (g) If any items of the ration scale are acquired by direct local purchase by a Unit, they will be taken on charge and accounted for in the ration account book in the normal way.

/(h)

- (h) All receipts will be supported by vouchers, documents, invoices or receipted bills.

11. WELFARE AND MORALE SUPPLIES.

- (a) Welfare and Morale Supplies when acquired in bulk (for issue to U.N.R.R.A. employees) and stored in U.N.R.R.A. Warehouse will be accounted for in a Provision Account or Ledger in accordance with the principles laid down in para. 7.
- (b) An official designated by the Chief of Mission will be responsible for drawing stock in bulk from the Warehouse periodically and for issue to individual members who are eligible for issue in accordance with the following procedure:-
- (i) Issues will be made weekly or at such interval as the Chief of Mission may decide, on the scale laid down in the Field Mission Stores Programme, or, where supplies are drawn from military sources according to the appropriate military scale.
- (ii) Field Offices will maintain their own re-sale price lists based on the instructions which may be issued from time to time by H.Q. Washington. Pending receipt of further instructions by H.Q., Field Offices will follow the procedure set out in European Regional Office circular cable 15 dated 28 Feb. 46, viz: invoice price plus 10 per cent.
- (iii) Payments by employees will be made in local currency. Proceeds of sale will be dealt with in accordance with the instructions in para. 15 of this Order.
- (c) The official responsible for welfare and morale supplies will maintain an Inventory Record in respect of each item and a Sales Ledger to show the cash transactions.

12. FUEL.

Fuel will be accounted for in a Fuel Account Book which will be balanced on the last day of each month. Receipts will be entered on one side of the book and issues on the other. A separate column will be maintained for each type of fuel, i.e. coal, coke, wood, fuel oil, kerosene, etc. At the end of each month it will be necessary to summarise the Unit's fuel situation in order to ascertain whether the account is over or under drawn. In order to do this the following information will be summarised:-

- (a) Number of personnel in camp during the month (In cases where the fuel issues are based on the requirements of buildings and not on the number of personnel in the camp, it will be necessary to show the number of buildings by types in the camp).
- (b) The daily or weekly scale allowed for each person or building.

/(c)

- (c) Entitlement for the month (obtained by multiplying (a) by (b) by the number of days).
- (d) Amount actually drawn.
- (e) Balance.
- (f) Record of the quantity of fuel remaining in stock, which should agree with the balance shown at (e). All calculations will be based on one type of fuel, i.e. coal, and it will therefore be necessary to convert coke, wood, fuel oil, kerosene into the equivalent quantity of coal at the following scale:

1 ton of coal = 1 ton coke.
16 cwt. anthracite.
2 tons dry wood.
4 tons green wood.
112 gallons fuel oil.
112 gallons kerosene.

13. ACCOUNTING FORMS.

It has been decided that no special printed books or forms will be issued to Field Offices. Chief of Operations, Germany, and Chiefs of Missions will therefore prepare their own forms and account books in accordance with the principles laid down in this Order.

14. DISPOSAL OF PROCEEDS OF SALE.

Proceeds of sale on repayment of replacement uniform or clothing and welfare and morale supplies will be held by Central Headquarters and Field Offices in local currency and will be "set off" by them against the local currency appropriation in their budgets.

15. ACCOUNTING FOR SUPPLIES AND SERVICES FURNISHED TO U.N.R.R.A. OFFICES AND PERSONNEL FROM MILITARY OR OTHER SOURCES.

- (a) Accounts, in accordance with the principles laid down in para. 7, will also be maintained for supplies and services furnished to U.N.R.R.A. offices and personnel from military sources including:-
 - (i) Rations provided in bulk to U.N.R.R.A. operated messes for which vouchers for cash settlement are presented at monthly or other regular intervals.
 - (ii) All other supplies and services furnished for which U.N.R.R.A. will ultimately be required to reimburse the authority furnishing the supplies or services. For example, petroleum, oil, lubricants, solid fuels, medical and dental services and hospitalisation, burial services, transportation, vehicle repair supplies and services, quartermaster cleaning and preserving materials and office supplies, and in countries other than Germany charges for accommodation.
 - (iii) Emergency supplies including any supplementary amenity supplies for displaced persons, which the military authorities may procure on behalf of U.N.R.R.A.

/ (b)

- (b) Central Headquarters, Germany, and Field Offices will be prepared to render statements, at such intervals as may be required by the European Regional Office, setting out:-
- (i) supplies on hand at beginning of period;
 - (ii) supplies received and issued or services furnished during the period;
 - (iii) supplies remaining in stock at the end of the period.

R.G. LEWIS.
D.D.G. and Chief of Finance
and Administration.

N.B. This Order is being distributed to Deputy Directors General, Deputy Chiefs of Departments, Divisional Directors, Heads of Branches and Field Units responsible to the E.R.O. Heads of Branches and Field Units are responsible for circulation within their Branches. Orders should be retained for future reference.



31 January 1946

Page 1

SUBJECT: RESPONSIBILITY FOR SUPPLY STATISTICS AND
COMMODITY ACCOUNTABILITY RECORDS

1. General

The purpose of this order is to recapitulate explicitly the division of responsibility between the Bureau of Supply, Headquarters, and the Department of Supply, European Regional Office, in respect of statistical reports and commodity accountability records (as contrasted with financial accounts of commodities) arising out of the procurement or other acquisition of relief and rehabilitation supplies, the storage, shipment and delivery of such supplies, and the documentation of claims against third parties in respect of losses.

In general, as an over-riding principle, it is the responsibility of the Bureau of Supply, Headquarters, to determine the basic procedures for supply reporting and accountability records, and acting through the established administrative machinery, to secure the implementation of its procedures by ERO and field offices.

2. Responsibilities

In particular, the division of responsibility for specific functions has been agreed as set out hereunder:

2.1 Consolidation of Supply Reports

Headquarters is responsible for the preparation of consolidated reports on the Administration's global supply operations.

2.2 Statistical Reports on Procurement and Storage

- a. Headquarters is responsible for reports on its own procurement, procurement by any office other than ERO reporting to Headquarters, and procurement abroad of U. S. and Canadian military surpluses.
- b. Headquarters delegates responsibility to ERO for reports on procurement by ERO and procurement (other than U. S. and Canadian military surpluses) by all offices reporting to ERO.
- c. Headquarters delegates responsibility to procurement offices reporting to it for reports on the storage of UNRRA goods procured or acquired by those offices.
- d. European Regional Office delegates responsibility to procurement offices reporting to it for reports on the storage of UNRRA goods procured or acquired by those offices.

2.3 Statistical Reports on Shipping

- a. Headquarters is responsible for reports on all shipments from the Western Hemisphere and Iceland, and shipments of U. S. and Canadian military surpluses.
- b. Headquarters delegates to ERO responsibility for reports on all shipments from the Eastern Hemisphere except shipments of U. S. and Canadian military surpluses.

2.4 Statistical Reports on Field Office Receipts and Issues

- a. Headquarters delegates responsibility to field offices for the preparation of such reports.
- b. Headquarters exercises operating supervision over the preparation of such reports by offices reporting to it.
- c. Headquarters delegates to ERO operating supervision over the preparation of such reports by offices reporting to ERO.

2.5 Commodity Accountability Records a/

- a. Headquarters is responsible for the warehousing, shipping, and transshipping, and documentation thereof of all relief and rehabilitation supplies it procures or acquires directly.
- b. Headquarters delegates responsibility to procurement offices reporting to it for warehousing, shipping, and transshipping, and documentation thereof of relief and rehabilitation supplies procured or acquired by those offices, with the exception of U. S. and Canadian military surpluses.
- c. Headquarters holds responsible all surplus procurement offices for warehousing, shipping, and transshipping, and documentation thereof of any U. S. and Canadian military surpluses which they procure or acquire.
- d. European Regional Office is responsible for warehousing, shipping, and transshipping, and documentation thereof of all relief and rehabilitation supplies which it procures or acquires.
- e. European Regional Office is responsible for shipping and documentation thereof of all Eastern Hemisphere shipments except

a/ Defined as the physical custody and documentation of relief and rehabilitation goods at all stages of UTRRA ownership from initial receipt to delivery to a recipient government or an UTRRA operation.

1. United States and Canadian military surplus shipments,
 2. Shipments by Cairo and Caserta, and
 3. Coastwise Chinese shipments.
- f. European Regional Office delegates responsibility to Cairo and Caserta for warehousing, shipping, and transshipping, and documentation thereof of supplies which they procure or acquire.
- g. Headquarters holds ERO responsible for implementing the basic procedures governing the receipt, warehousing, ultimate delivery and documentation thereof of all relief and rehabilitation supplies consigned to an UNRRA mission or operation reporting to ERO, and for exercising supervision over those field offices in respect of these functions.
- h. European Regional Office holds Cairo, Caserta, country missions and UNRRA operations reporting to it responsible for the execution of the established procedures for the receipt, warehousing and ultimate delivery and documentation thereof of all relief and rehabilitation supplies consigned to such field offices.
- i. Headquarters holds the China Mission and procurement offices reporting to Headquarters responsible for the execution of the established procedures for the receipt, warehousing, ultimate delivery and documentation thereof of all relief and rehabilitation supplies procured by or consigned to such offices and exercises supervision over those offices in respect of these functions.
- j. Any field office which has been authorized to ship or deliver relief and rehabilitation supplies to a consignee other than an UNRRA field office shall be responsible for the delivery and documentation thereof, of such shipments or deliveries.

3. Effective Date

To the extent that the division of responsibility now agreed differs from that previously in force, the changes take effect from 1 November 1945. However, insofar as the documentation of supply transactions is incomplete in respect of the period prior to 1 November 1945, Department of Supply, ERO, will serve as the channel for the necessary action to make good the arrears within the area for which it is now made responsible.

R. G. A. Jackson
Senior Deputy Director General

U. K. SURPLUSES OVERSEAS

PROCUREMENT PROCEDURE

Note of Meeting at Ministry of Supply, Great Westminster House, held
Tuesday, January 15, 1946

Present: Mr. Teakle, S.S.D. - in Chair
Mr. Lark, S.S.D.
Mr. Williams, S.S.D.
Mr. McKerrow, S.S.D.
Mr. Bacon, B.O.T., S.L.A.
Mr. Findlay, U.N.R.R.A.

1. Draft Procedure.

The revised PC 5/7 (now SURUK 5/7) procedure for the procurement of U.K. surpluses overseas was discussed in detail. Mr. Findlay confirmed that it was ERO's intention that this procedure should operate also in N. W. Europe, although it was appreciated that it was unlikely that UNRRA would get any considerable quantity of U.K. surpluses in that area.

2. Reserved Items.

Mr. Findlay asked if it was necessary to make provision for special authorizations in respect of reserved items (as in para. 3(b) of the draft) in view of the fact that it had now been decided that reserved items should also be declared direct to the M.O.S. Disposals Officers in the field. Mr. Lark replied that this would still be necessary because, although the War Office had instructed Theatre Commanders to declare reserved items direct, it was still necessary for the M.O.S. Disposals Officers to refer back to London in the case of a small number of controlled goods whose disposal had to be decided by inter-Departmental allocating committees. Mr. Findlay asked for an up-to-date list of these controlled items. This was not available, but Mr. Bacon undertook to find out what the up-to-date position was and to let UNRRA have a list of the items. He agreed that it would be for S.L.A. to sponsor UNRRA's claims for a share in these reserved goods, when their disposal was being discussed at the allocating committee stage. He agreed that it would also be for S.L.A. to advise ERO whenever allocations were made to UNRRA, so that ERO might advise their overseas Surplus Officers to procure the goods.

3. Authority to Purchase.

The proposal that ERO might give the overseas offices blanket authority to procure against Definite Requirements Programmes was welcomed, but Mr. Findlay reported that there were difficulties in the way of making this effective. Efforts were still being made, but it was possible that it would still be necessary in most cases for the overseas Surplus Officers to refer back to ERO for authority. The view was expressed that if the 21-days' drill could be observed the delay caused by the need to refer back to ERO would seldom affect procurement.

4. Prices.

Mr. Lark reported that the MOS Disposals Officers overseas were being given wide authority to settle prices but that it would sometimes be necessary for them to consult MOS, London, before quoting firm prices to UNRRA's overseas Surplus Officers. Where it was necessary to do this, no doubt the MOS Disposals Officers would allow an extra few days to enable the UNRRA Surplus Officers to clear the question of authority through ERO.

Both the MOS/

Both the MOS and SLA representatives expressed themselves strongly against the proposal that prices to be entered on the S-7 requisition forms should be subject to final agreement in London. It was their earnest hope that final agreement on prices could be reached in the field. Mr. Findlay pointed out that it would seldom be possible for UNRRA's Surplus Officers to negotiate final prices - especially on industrial items - without reference back to ERO, which would delay procurement action. This, however, might not be a serious objection in view of the fact that it was likely to be difficult to give the overseas Surplus Officers blanket procurement programmes. Mr. Findlay undertook to give the MOS and SLA a final decision on this point at an early date.

5. Blanket Firm Requests.

Mr. Bacon referred to the draft Firm Request which Mr. Findlay had submitted to SLA and MOS. This Firm Request was designed to cover surpluses requested in Italy up to £500,000. It was agreed that the draft was satisfactory, and Mr. Findlay undertook at an early date to submit formal Firm Requests covering procurement in (A) Italy and Balkans, (B) Middle East, and (C) N. W. Europe. He mentioned that in view of the considerable purchases which had already been made in Italy, it might be necessary to submit a first Firm Request of £1,000,000 for that area.

6. Accounting.

Mr. Bacon requested that the monthly accounts (referred to in para. 7(2) of the Draft Procedure) should be accounts of actual deliveries to UNRRA. This would be in keeping with the new accounting principles which UNRRA had themselves laid down. This would mean that the schedules agreed between UNRRA's Surplus Officers and the MOS Disposals Officers would not be completed at the time when agreement to hand over goods was reached, but only after the goods had actually been received by UNRRA.

7. Shipping Documents.

With reference to Para. 7(5) of the Draft Procedure under the heading "Documentation", Mr. Bacon made the point, and MOS representatives agreed, that the preparation of the shipping documents in respect of U.K. surpluses overseas was the responsibility of UNRRA and not of the MOS. Mr. Findlay undertook to discuss this point and also the point raised in para. 6 above with Mr. Lejeune.

8. F.O.B. Delivery.

Mr. Findlay referred to advice received from UNRRA's Cairo Office to the effect that the MOS Disposals Officer there had indicated that he was unable to undertake f.o.b. delivery and that it would be for UNRRA's representatives in the area to make the necessary arrangements with the Theatre Commander. Mr. Findlay made it clear that it was UNRRA's view that the responsibility for making arrangements for f.o.b. delivery should be placed firmly on HMG. The MOS representatives agreed that they were committed to f.o.b. delivery in principle and that it was therefore for their Disposals Officers to make whatever arrangements were possible with the Military. If and when they received any definite intimation from the Military that they could no longer undertake the necessary transport and handling arrangements, the Ministry of Supply would have to consider alternative means of delivery. In the meantime, they had written to the War Office asking for a directive to be issued to Theatre Commanders. Mr. Findlay undertook to write to Mr. Williams about the advice which had been cabled to ERO from Cairo, so that he might send a suitable letter to the MOS Disposals Officer there.

9. 3,000 Vehicles.

9. 3,000 Vehicles.

After discussion it was agreed that the Firm Request presented by ERO on SLA covering the procurement in Italy of 3,000 U. K. surplus vehicles should be cancelled in order to bring the transaction into line with the agreed procedure. Mr. Findlay undertook to arrange for the cancellation of the Firm Request and for a suitable requisition on Form S-7 to be presented by the British Surplus Officer in Italy to Col. Fry, the MOS Disposals Officer.

10. Mules.

It was agreed that the Firm Request for mules should also be cancelled, although the MOS had not figured in that transaction, and that a requisition on S-7 (revived) should be presented to the Military in Italy. Mr. Bacon mentioned that he had received a letter from the War Office quoting the price of £65 per mule. Mr. Findlay mentioned that the price appeared to be excessive, but Mr. Bacon said that he was writing to Mr. Willson of ERO on the subject.

January 16, 1946

RMF/KIN

FINAL DRAFT

PC 5/7

U.K. SURPLUSES OVERSEAS

PROCUREMENT PROCEDURE

1. Range of Supplies

This procedure applies to all U.K. Surpluses overseas for which the Ministry of Supply are the Disposals Department. It therefore covers a great proportion of the supplies likely to be declared surplus by the Army, Navy, and Ministry of War Transport.

2. Declaration of Surpluses

On the authority of the War Office, Theatre Commanders will declare direct to the Ministry of Supply Disposals Officers surpluses covering a wide range of stores. In future only a short list of reserved items will be reported back to London before disposal.

Authority to Procure.

Authority to procure surpluses from the M.O.S. Disposals Officers will be issued by E.R.O. (by arrangement with Washington) in the shape of (a) a "blanket" authority to procure against a definite requirements program (on the lines of the Surprop S-28 Requirements List, (b) special authorizations in respect of reserved stores which are declared surplus in London, and (c) supplementary authorizations in respect of inquiries from M.E.O. and U.L.O. (UNRRA Liaison Office) about surplus stores declared in the Theatre which are not covered by the requirements program.

In dealing with stores which call for supplementary authorizations (as in (c) above) M.E.O. and U.L.O. will send details of the surpluses to E.R.O. (in duplicate unless the information is cabled), copying to Washington. It should be the aim of both Offices to give the M.O.S. Disposals Officers a definite decision within 21 days of the declaration. E.R.O. will aim to dispatch advice to M.E.O. or U.L.O. within 10 days of the receipt of the inquiry. To this end Washington will comment to E.R.O., copying to M.E.O. or U.L.O., within 6 days of the receipt of the inquiry. If Washington has not vetoed procurement within six days, E.R.O. will be free to authorize procurement.

NOTE: The Emergency Procurement Procedure, as set out in Bureau of Supply Memorandum No.27, may be followed by M.E.O. and U.L.O. without reference to E.R.O., for the purpose of effecting small purchases of U.K. surplus stores. The limits of expenditure under this procedure should be strictly observed.

4. E.R.O. Surplus Office.

To promote speedy clearance of inquiries through E.R.O. the following drill should be practised.

(A) All cables should be marked "SURUK" to ensure immediate delivery to E.R.O. Surplus Office.

(B) All letters, memos, documents, and reports to E.R.O. should be marked for the attention of E.R.O. Surplus Officer, R.M. Findlay.

(C) All letters to and from E.R.O. should be serially numbered, and all items on surplus lists should be numbered for easy reference.

5. Procurement Action.

Procurement will be made by M.E.O. and U.L.O. placing requisitions (Form S-7, revised) on the M.O.S. Disposals Officers in the respective Theatres. All

FINAL DRAFT - U.K. Surpluses Overseas

Procurement Procedure - continued - Page 2

procurement by M.E.O. and U.L.O. will be covered by "blanket" Firm Requests placed by E.R.O. on the Ministry of Supply, London, where final settlement will be made.

6. Prices

UNRRA's representative in the theatre will enter an estimated f.o.b. price on each requisition, using the prices quoted by the Ministry of Supply and adding the words "Subject to Final Agreement". The prices quoted by the Ministry of Supply will be based on the Army Vocabulary Prices and will include a charge for Departmental Expenses up to the f.o.b. stage. No profit will be made on sales to UNRRA.

7. Documentation

(1) UNRRA's representative in the theatre will be responsible for all documentation as follows:

Requisitions will be drawn in seven copies on Form S-7 (revised). The copies will be disposed of as follows:

Vendor's copy	}	to MOS Disposals Officer
Form S-7 (a)		
S-7 (b)	}	to be sent to E.R.O. for M.O.S.
S-7 (c)		
S-7 (d)		to be retained by UNRRA's representative in the theatre.
S-7 (d)		to be receipted by the UNRRA representative on the delivery of goods and forwarded to ERO with the Bill of Lading covering the goods when shipped.
S-7 (e)		to E.R.O. for Commodity Division
S-7 (f)		to E.R.O. for Supply Accounting and Statistical Branch.

(2) The account for supplies during each calendar month should be agreed with the local M.O.S. Disposals Officer so that both UNRRA and the Ministry of Supply local representatives may forward to their respective Headquarters detailed statements which have already been agreed on the spot.

(3) As soon as each ship clears, details of the cargo should be cabled to the receiving mission and repeated to Washington and E.R.O. Particulars given in such cables should be clear enough to meet the operating needs of country Missions and should at the same time be sufficiently detailed to permit the extraction of a tonnage statement by commodity classification in Washington and E.R.O. As soon as possible after the end of each calendar month a summary statement giving the tonnage of each commodity classification shipped to each Mission should be cabled to ERO and repeated to Washington.

(4) In addition to the Bills of Lading sent in duplicate with the consignment, two copies, supported by detailed cargo lists, are to be sent by air to the receiving country Mission as soon as possible after the departure of the ship. Two certified copies and one plain copy of the Bill of Lading and four copies of final detailed cargo lists are to be forwarded to E.R.O.

(5) A list of shipments in respect of which shipping documents have been forwarded should be agreed with the Ministry of Supply locally and air-mailed to London by both the UNRRA and the Ministry of Supply representatives to facilitate the agreement of accounts. If goods are received other than f.o.b., a schedule giving particulars of each item is to be forwarded to E.R.O. at the end of each calendar month (final shipping documents as indicated in paragraph 7 (4) above being made out and forwarded when goods are shipped, whether by sea, / road,

FINAL DRAFT - U.K. Surpluses Overseas

Procurement Procedure - continued - page 3

road, or rail, to ultimate destination). The reference number of the Ministry of Supply or the Issue Voucher should be shown against each item, and a copy of the Issue Voucher should be attached to the schedule.

(6) As a general rule, accounting should follow, as closely as possible, the accounting procedure for U.S. Army surpluses.

8. F.O.B. Delivery

As indicated in Paragraph 6, M.O.S. Disposals Officers should be asked, by arrangement with the Theatre Commanders, to undertake f.o.b. delivery. This undertaking has been accepted in principle by the Ministry of Supply, London, and M.O.S. Disposals Officers will be expected to take all possible steps, as and when necessary, to supplement the transport facilities which the Military are able to make available.

2nd January, 1946.

OPERATING PROCEDURE 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. THIS PROCEDURE DOES NOT APPLY TO PROCUREMENT
UNDER THE PROVISIONS OF F.E.A. AUTHORISATION U.A. 990.

APPLICATION.

The UNRRA S.P. Agent is responsible for procuring U.S. Army Surplus Stocks under the non-reimbursable provisions of the U.S. contribution in accordance with the procedures set forth herein.

Local conditions in the field will affect the application of certain phases of these procedures. In such instances they should be used with judgment and where a question of policy is not involved they may be modified to conform to an exceptional situation rather than rigidly followed. The Chief of the Procurement Co-ordination Branch, Bureau of Supply, will be advised with respect to any modification that may have been necessary to meet a specific situation not otherwise provided herein.

REQUIREMENTS.

Headquarters, Washington, D.C., transmits to its S.P. Agent on Form S 28 its requirements of U.S. Army Surplus property. In-so-far as possible, property for Yugoslavia, Greece, Albania and Italy will be supplied from depots in the MTO and property for Poland and Czechoslovakia from depots in the ETO. Substitutes for specific items, designed to serve the same end-use, may be procured by the S.P. Agent without reference to Headquarters. When necessary, amendments to S 28 lists may be accomplished by cabled instructions from Headquarters.

AVAILABILITIES.

Availability of property for procurement operations means availability for immediate delivery. If items of requirements are not available in either theatre, the S.P. Agent to whom procurement was originally assigned will immediately advise Headquarters.

Availability will be determined under either or both of the following procedures:

- (a) Copies of the requirement lists and amendments thereto will be submitted through the Theatre G.4. to each of the Army Supply Services. Each Army Supply Service will in turn through the Theatre G.4. submit to the S.P. Agent their lists of availabilities.
- (b) Availability will be determined by examining the catalogue or other lists of Surplus Property obtained from the A.N.L.C.

Procedure "(a)" has been adopted with respect to the initial list of requirement submitted to the S.P. Agents by Headquarters, Washington, D.C. As redeployment of U.S. Army forces continues and an increasing volume and variety of property is declared "Surplus Property" to A.N.L.C. procedure "(b)" will become effective.

The A.N.L.C. is co-operating with UNRRA by treating the availabilities determined under procedure "(a)" as Surplus Property set aside for transfer to UNRRA. The S.P. Agent will therefore promptly advise A.N.L.C. of availabilities determined under procedure "(a)" which UNRRA does not intend to procure.

When procedure "(b)" becomes effective the S.P. Agent will promptly process his transfer Requests to A.N.L.C. so that the latter agency can proceed with calling for bids for Surplus Property not required by UNRRA.

Items not available in the Theatre originally designated for procurement will, if available, be procured in the other theatre. In such cases the transfer of the procurement and the allocation of the funds therefore will be recorded on Form S-18 or similar form and a copy forwarded to the S.P. Agent making the procurement. The funds originally allocated to each theatre will be adjusted accordingly.

Irrespective of the items assigned to a particular S.P. Agent the S.28 Requirement Lists contain the total Requirements by countries which it is expected will be obtained from Army Surplus Property in ETJ and MTC. The S.P. Agent in each theatre will promptly advise the S.P. Agent in the other theatre of availabilities not needed to meet the requirements assigned to him and requirements which cannot be filled from supplies not available in his theatre. The S.P. Agents therefore must maintain an effective exchange of information as to availability.

PROCUREMENT CONTROL REGISTER.

Each item of property available for transfer to UNRRA will be recorded in a procurement Control Register and each step of the procurement and delivery process recorded therein with appropriate reference to supporting documents.

PRICE DETERMINATION.

The Army Navy Liquidation Commission is the Agency designated to determine with the UNRRA S.P. Agent the transfer value of the property available, or transferred to UNRRA.

The transfer value for each class of property shall be established as a percentage of the U.S. Army Catalogue Value.

If a specific class of property is comprised of items of varying condition the S.P. Agent is authorized to agree to an average condition of such property when negotiating the transfer value.

All transfer value determinations should be confirmed in writing to the S.P. Agent by the A.N.L.C.

Condition codes when employed as a basis for determining transfer value will be GOOD, FAIR and POOR unless the Army Supply Service concerned normally employs a more comprehensive code.

The S.P. Agent, when necessary, before issuing the formal Transfer Request will advise the Army Supply Service concerned of the condition classification of property which is acceptable to UNRRA.

The Transfer Value if reliable information is available as to condition, may be determined prior to the issuance of a formal Transfer Request or may be determined subsequent to the receipt of condition coded Shipping documents.

The Transfer Value should reflect a fair and reasonable U.S. contribution value after due allowance where applicable for depreciation, military characteristics, etc.

INSPECTIONS.

Inspections, when necessary, to determine adaptability and average condition of the property available to UNRRA, will be arranged by the S.P. Agent through the Liaison Officer of the Army Supply Service concerned.

The S.P. Agent should avoid detailed inspections in all instances where reliable and complete essential descriptions or specifications are officially supplied to him by the Army Supply Services, or the A.N.L.C.

The S.P. Agent, when determining the need for inspections together with his other functions, will bear in mind:

- (a) the urgent need for the property required in the recipient countries.
- (b) the limited time, due to redeployment plans, that the Army transportation facilities are available to UNRRA.

REQUISITION.

The Transfer Requisition, FEA Form 236, will serve the purpose of a formal requisition on the Army Supply Services or the A.N.L.C. for the transfer and subsequent shipment of the property listed thereon.

Separate Transfer Requests will be issued in accordance with the following classification:

- (a) The Army Supply Service from whom procurement is made:
- (b) Country of destination.
- (c) Each classification of property listed under the general classification in the Handbook of Standards and as indicated by the S-28 requirement sheet, or, in other words, by line divisions of the Bureau of Supply, viz., I.R., A.R., etc.

Nomenclature used by the Army Supply Services on their list of availabilities shall be used on the Transfer Requests. The Transfer Request shall also indicate the actual or estimated transfer value, of the property requisitioned. The transfer requests are to be consecutively numbered and cross-referenced to the S-28 requirement sheets, or amendments thereto. The consignee shall be designated 'UNRRA Chief of Mission' followed by the name of the recipient country. The standard Army markings or packages, etc. will satisfy UNRRA's

requirements for purposes of identification in transit and at points of delivery. All packages, crates, vehicles, etc., will be marked before despatch from Army depots with letters 'UNRRA' according to standard specifications.

At least eight (8) copies of the Transfer Request shall be prepared and distributed as follows:-

Three (3) copies to the A.N.L.C for forwarding to the Army Supply Branches.

Two (2) copies to UNRRA Headquarters, Washington, D.C., directed to "Surplus Procurement Branch, Procurement Co-ordination Division". One copy of the foregoing will be retained by the Surplus Procurement Branch and one copy will be forwarded to the appropriate line division.

One (1) copy to Transportation Section of issuing office.

One (1) copy to Fiscal Section of issuing office.

One (1) copy to Procurement Control Section of issuing office.

SHIPMENT AND SHIPPING DOCUMENTS.

Procedures for the shipment of the property transferred to UNRRA will be integrated with the facilities of the Army Transportation Corps. With the co-operation of the Chief of the Transportation Corps, an UNRRA Shipping Section is established within the framework of his organization. The functions of this section will be co-ordinated by the C.T.O.C with his operations and under his supervision and control. Application for transport facilities will be made through the T.C. headquarters. The UNRRA Shipping Section at T.C. Headquarters will be responsible, upon receipt of bids for transportation facilities from the Army Supply Services, for providing such facilities through normal T.C. Channels.

Upon receipt of the UNRRA Transfer Request, the Army Supply Service concerned, through its customary channels, will advise the depot to prepare the property for shipment to the designated recipient country. The Army depot, when shipment preparations are completed, will issue a Shipping Ticket, or similar document.

In the ETO the standard "Theatre Shipping Document", or T.S.D, will be used for the foregoing purpose, and in the MTO, GME Form 434 "Shipping Ticket" will serve the same purpose. The aforementioned forms will hereinafter be referred to as Depot Shipping Tickets, or D.S.Ts.

The S.P. Agent will establish appropriate procedures whereby UNRRA Country Missions in the recipient country will be advised of shipment of property from Army depots, expected dates of arrival, and provided with checking and accounting copies of way-bills and bills of lading.

TRANSFER OF TITLE

Title to the property being transferred from the Army passes to UNRRA when the property is dispatched from the Army depots. Where practicable,

arrangements will be effected with the representatives of the recipient country to accept delivery at the Army depot where the property is transferred to UNRRA. In such instances every assistance and facility at the disposal of the S.P. Agent will be utilized in the movement of the supplies to the recipient country. Should transfer of title to the recipient country be effected at Army Depots the following procedure will be amended in accordance therewith.

The items listed on the Depot Shipping Tickets must be accounted for by the S.P. Agent from the time of despatch from Army Depots until delivered to the point where a certificate of delivery is to be obtained from the official representative of the recipient country.

In order to expedite the transfer and the movement of the property in a manner consistent with the desires of the U.S. Under-Secretary of War, the S.P. Agent, in lieu of detailed checking, may rely upon the Army system of internal check as to the load and count of the property being despatched from the depots.

The S.P. Agent formally takes title to the property on behalf of UNRRA by receipting the Depot Shipping Ticket, which is the basic document for the A.N.L.C invoice for transfers of property to UNRRA.

FLOW OF DEPOT SHIPPING TICKETS.

The S.P. Agent will obtain at least five (5) copies of the Depot Shipping Ticket which shall be routed as follows:-

- One (1) copy to the Transport Section.
- One (1) copy to the Procurement Control Section
- Three (3) copies to the UNRRA Mission representative in the recipient country, who shall dispose of same as follows:
 - One (1) copy retained for Mission Records.
 - One (1) copy to the recipient government representative
 - One (1) copy to be signed by the official representative of the recipient country as evidence of delivery of the property and promptly returned to the S.P. Agent. The receipted copy shall be retained by the S.P. Agent, as a document in support of accounts.

The Depot Shipping Ticket should be delivered to the UNRRA Mission representative prior to or concurrently with the arrival of the property at point of delivery.

DELIVERY CERTIFICATION OF BILLS OF LADING, ETC.

The UNRRA Country Mission representatives will obtain the recipient country official certificates of delivery on Bills of Lading and Convoy Notes and promptly forward at least one (1) copy of same to the S.P. Agent responsible for shipment. The recipient country representative shall also certify a statement of overages, shortages and damage which the UNRRA Country Mission representative shall forward to the S.P. Agent responsible for shipment.

Depending upon such factors as type of movement from Army Depots, location of Army Depots, communication difficulties, etc., it may not be practical to obtain delivery certifications on the Depot Shipping Tickets. In such circumstances the S.P. Agent must at least obtain delivery certification of the Bills of Lading and Convoy Notes and certification of the overage, shortage and damage statement by the official representative of the recipient country.

Where title to property is taken at the Army Depots by the recipient country, certification of delivery on the Depot Shipping Tickets will be sufficient documentation required by the S.P. Agent in support of his accounts.

CLAIMS.

Shortages or damages of property en route from Depots to delivery point in recipient country will be investigated by the appropriate S.P. Agent. He shall initiate and secure settlement of recoverable claims against responsible civil agencies in accordance with Headquarters instructions.

ACCOUNTING DOCUMENTS, RECORDS AND REPORTS.

Copies of the Depot Shipping Tickets will be forwarded to the A.N.L.C. from the Army Depot. The A.N.L.C. will prepare therefrom an appropriate transfer invoice. The S.P. Agent will obtain four (4) copies of the transfer invoice and the priced Depot Shipping Tickets and dispose of same as follows:

Two (2) copies forwarded to Headquarters, Washington., D.C., addressed to "Surplus Property Branch, Procurement Coordination Division". The Transfer Request number under which procurement was initiated will be indicated on the transfer invoice.

Two (2) copies will be retained by the S.P. Agent
One (1) copy to the Fiscal Section
One (1) copy to the Procurement Control Section.

Upon completion of shipments of property procured under each Transfer Request, the following list of documents will be attached to each transfer Request or cross-referenced thereto, and retained in the S.P. Agent's office for accounting and auditing purposes.

- (a) D.S.T obtained at time of shipment from Army Depot.
- (b) D.S.T certified as to delivery by the recipient government representative.
- (c) A.N.L.C invoice with priced D.S.T's attached.
- (d) Copies of Bills of Lading and Convoy Notes at point of loading and those returned to the S.P. Agent certified as to delivery by the recipient government representative.
- (e) Reports on overages, shortages and damages.
- (f) Reference to claims made against losses.

The Fiscal Section in the office of the S.P. Agent will maintain appropriate

registers recording the commitments of funds allocated to each line division of the Bureau of Supply and the actual expenditure of funds as indicated by the Transfer Invoice from A.N.L.C.

The accounting operations of the S.P. Agent will be integrated with the provisions of H.Q. Administrative Order No. 76. The S.P. Agent 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 UNRRA financial reports. The Debit Advice shall also reflect, as a separate item, the value of losses in transit from the Army Depot to the point of delivery in the recipient country. Where title to the property passes to the recipient country at the Army Depot no accounting for losses in transit will be necessary.

The Debit Advice should contain references to the A.N.L.C. Transfer Invoice from which they will be compiled.

Two (2) copies of the Debit Advice shall be forwarded to the Director of Accounts and Audits E.R.O. and two (2) copies to the Director of Accounts and Audits Headquarters, Washington, D.C.

The accountability documents and the records in connection therewith must be kept readily available for inspection by auditors and adequate provision made for their safe custody.

The Procurement Control Section in the office of the S.P. Agent will report weekly via airmail to the "Surplus Property Branch, Procurement Co-ordination Division", Washington, D.C., the property transfers requested and the actual deliveries as evidenced by the Depot Shipping Ticket.

PROCEDURE FOR THE PROGRAMMING OF CARGO, ALLOCATION
OF SHIPPING & NOMINATION OF VESSELS FOR U.N.R.R.A.
SHIPMENTS FROM THE EASTERN HEMISPHERE.

1. On the 20th of each month, UNRRA will furnish to the Ministry of Production, the Supply Departments concerned and to UMEB, an estimate of the cargo likely to be available for shipment during the second ensuing month (i.e. the programme for loading in September should be submitted by July 20th). This statement will be prepared in as much detail as possible, and will give the Firm Request Numbers in all cases where these have been placed. Where Firm Requests have not been placed, but will be if availabilities are confirmed, a note to this effect will be given.
2. The Ministry of Production will call a meeting on or about the 27th of the month with UNRRA, the Supply Departments and UMEB, in order to reach an agreed estimate of goods which will be available and ready for shipment by the first day of the month of loading. In cases where the goods cannot be made ready by the first day of the month, the date on which they can be made ready will be indicated by the Supply Departments.
3. UNRRA will then draw up their Shipping Programme, incorporating the agreed figures for loading from the Eastern Hemisphere. This programme will be submitted to UMEB (Programme Liaison Officer) not later than the first day of the month preceding the month of loading.
4. On or before the 15th of the month preceding the month of loading, UNRRA will submit to UMEB any amendments to the programme which may prove necessary. These amendments will be submitted in the form of additions to, or reductions from, the original programme and will have been agreed with the Ministry of Production. The programme as amended will be considered firm by the 15th of the month and will not be further amended except in special circumstances (see paragraph 10 below). On or before this date UNRRA will have issued instructions for the packing and marking of goods covered in the programme.
5. On about the 15th of the month preceding the month of loading, UMEB (Programme Liaison Officer) will advise UNRRA of the number of ships which the Allocation Committee of UMEB have agreed to lay on against the programme.
6. On the basis of this advice, UNRRA will immediately proceed to draw up potential cargo lists for each of the ships allocated.
7. The potential cargo lists will be sent by UNRRA to Messrs. Hogg Robinson and Capel-Cure, with instructions that application be made to the Ministry of War Transport, Liner Division (Mr. Barron), for the nomination of vessels, or the provision of shipping space, for the given destinations. UNRRA will indicate the most suitable loading dates. It will be the responsibility of the Liner Division, on the basis of cargo lists and information given to them by UNRRA (on the advice of the Supply Department) about the location of cargoes, to determine the most suitable loading ports. Copies of the potential cargo lists will be sent by UNRRA to the Ministries of Production and Supply (SS 11 D), C.T. Shipping and to any other Supply Department concerned.
8. Liner Division will thereafter nominate ships (bearing in mind the importance of nominating flag vessels of the country concerned). It is understood that between the day of nomination of a ship and the first day of loading, a minimum of ten working days will be allowed for the movement of supplies.
9. Immediately a ship is named, Messrs. Hogg Robinson and Capel-Cure (Mr. Earle), will advise UNRRA, Ministry of Production, Ministry of Supply (C.T. Shipping) and any other Supply Departments concerned, of the vessels nominated. UNRRA will then, in consultation with the above, adjust their cargo lists within the limits of the supplies ready for shipment, to the actual size of the ship, and the cargo will be called forward accordingly.
10. It will be open to UNRRA to alter the composition of their cargoes to meet unexpected requirements or availabilities of goods urgently needed provided the loading of the vessel is not thereby delayed. Before such alterations are made, the agreement of the Ministry of Production & Supply Departments concerned will be obtained by UNRRA.

U.N.R.R.A.

European Regional Office

Series: Administration

Order No. A. 151

Subject: Shipment of Supplies other than those included in the Administration's Program to countries requiring its Financial assistance.

Date: 27th September, 1945.

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 co-operate 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.
- 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. European Regional Office: At the European Regional Office the responsibility for devising appropriate procedures suitable in each instance to effectuate this policy is assigned to the Department of Supply.
- 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.

R.G. A. Jackson

Acting Deputy Director General
Finance and Administration.

N.B. This Order is being distributed to Deputy Directors General, Assistant Deputy Directors General, Directors of Divisions, Heads of Branches and Field Units responsible to E.R.O. Heads of Branches and Field Units are responsible for circulation within the formations. Orders should be retained for future reference.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

40
A64/2
BUREAU OF SUPPLY
ORDER NO. 4
7 MARCH 44

SUBJECT: PROCEDURE IN PRESENTING REQUIREMENTS PENDING
FUNCTIONING OF COMMITTEE FOR EUROPE

Bureau of Supply Administrative Memorandum No. 4, dated February 9, is hereby amended to provide that the following persons shall be supplied copies of preliminary estimates of requirements that are forwarded to the Combined Boards (12 copies are to be sent to the Combined Boards). This list supersedes the third paragraph on page 2 of the initial issue:

Sir Arthur Salter

Mr. David Weintraub (5 copies)

The Honorable
L. B. Pearson
Minister Counselor
Canadian Embassy
1746 Massachusetts Avenue
Washington, D. C.

Col H. E. Rounds
Economic and Relief Branch
Civil Affairs Division
Room 3 C 363
Pentagon Building
Washington, D. C.

Regional Office for the
Far East (when established)

Mr. Rupert Emerson (4 copies)
Deputy Director
Liberated Areas Branch
Foreign Economic Administration
Attention: Mr. Harold Stein

The Right Honorable
Ben Smith
Minister Resident, British Embassy
P.O. Box 680
Benjamin Franklin Station
Washington, D. C.

Lt. Col. J. Megaw
British Joint Staff Mission
Room 305, Public Health Building
19th and Constitution
Washington, D. C.

Mr. James A. Stillwell
Adviser on Supplies
Liberated Areas Branch
State Department
Room 285 State Building
Washington, D. C.

In addition, we should be extremely careful not to overlook the London Regional Office in connection with supplying copies of this and other matters. Pending further assignment, Mr. Richard Gaumnitz will have, in addition to his other duties, the responsibility of seeing that communications of help and significance to the London office are collected daily and dispatched as necessary with a covering memorandum. Inquiries for facts and information from London should also be routed to him until more specific arrangements can be made. He will also be responsible for seeing that copies are sent, when appropriate, to other units of UNRRA.

Preliminary estimates of requirements and accompanying material shall be designated CONFIDENTIAL except that where information of military significance is included the material shall be designated SECRET.

Raymond J. Henderson
Deputy Director General

SUBJECT: Model of Letter To Be Used in Requests for Allocations to
Combined Boards

The model letter quoted below should, insofar as possible, be used by all those who have occasion to prepare requests for allocations addressed to the Combined Boards. It is, of course, understood that whenever it seems appropriate to modify this letter to take into account such special points as need to be made, such modifications will be made by the person initiating the request. To facilitate reference, the individual paragraphs of the model letter have been numbered "1" to "9", but the letters actually sent will not, of course, have numbered paragraphs.

"Combined _____ Board

Gentlemen:

1. We are herewith presenting for your consideration a request for allocation of _____ commodities to be made available either to this Administration or to another appropriate agency so that these commodities may be used for relief and rehabilitation purposes within liberated areas during the first and second quarters of 1945. A considerable period of time will, of course, be needed for the production of these commodities and their transport from the supplying countries to the liberated areas. We shall therefore appreciate it very much if you would make your allocations for a date sufficiently in advance to permit the initiation of procurement in time for the delivery of the goods inside the liberated areas beginning January 1, 1945. The lead factors which appear necessary to insure an even flow of products are indicated in the attachment.
2. The combined U. S. and U. K. military authorities have indicated to us that they will assume the responsibilities for planning of requirements and the procurement of supplies for civilian relief and rehabilitation for six months after liberation with respect to all areas as may now or hereafter be decided to be spheres of combined U.S.-U.K. military responsibility for purposes of relief and rehabilitation. We also understand that the requests for allocations for this purpose are being submitted by or on behalf of the military. Pending final determination on the part of the combined military authorities as to the geographic sphere of their responsibility, we hereby request that you make allocations to UNRRA for all those Allied territories for which the military authorities have not requested allocations in connection with the above supply program. The allocations to UNRRA to be such as to permit delivery at the earliest possible moment either to UNRRA or to the appropriate liberating military authorities.
3. You, of course, appreciate the fact that the beginning of civilian responsibility for relief and rehabilitation operations will be determined by the rate of military progress and that it is therefore impossible to forecast with precision the date when civilian responsibility for procurement must be assumed. We are in continuous touch with the military authorities and expect to be kept informed by them with respect to progress under their supply program for liberated

areas; This will enable us to plan the requirements for later periods in order that the transition from the military to civilian responsibility may be smoothly effected. To insure, however, that a large enough quantity of _____ is available to permit at least the initiation of civilian operations, this request for an allocation is made at this time.

4. The estimates submitted herewith have been calculated on the assumption that the liberating armies will retain responsibility for relief and rehabilitation supplies for a period of six months, and the further assumption that the collapse of the Axis in Europe will occur in July, 1944, or that equivalent needs will develop as a result of the progressive occupation of Europe by the Allies.

5. In order to enable you to give these estimates proper consideration we also want to draw to your attention two further factors, both of which relate to the preliminary character of this request.

6. First: Resolution No. 17, adopted at the First Session of the UNRRA Council at Atlantic City, declared it to be the policy of this Administration that the Director General shall present to the intergovernmental allocating agencies estimates of overall requirements which are computed in conformity with the bases and policies adopted by the Council after considering the recommendations of the Regional Committees for Europe and for the Far East. The Council has not yet had the opportunity to determine those policies. We are, however, aware of the imperative necessity for submitting to the Combined Boards, as promptly as possible, the requirements for relief and rehabilitation in order to enable them to make a fair determination of the relative ability of the various participating nations to supply the goods that will be needed. We are therefore submitting to you now the best estimates we are able to make at this time with the understanding that we shall, at a later period, amend this request with estimates that will be prepared on the basis of policies approved by the UNRRA Council.

7. Second: It is UNRRA's present policy to confine its requests for allocation to the occupied or liberated areas of the U. S. S. R., of China, and of the other Far East Allied territories, and to Albania, Belgium and Luxembourg, Czechoslovakia, Denmark, France, Greece, Netherlands, Norway, Poland, and Yugoslavia. The request submitted herewith covers the territories above with the very important omission of the requirements of the U. S. S. R., China, and the remainder of the occupied or liberated Allied territories in the Far East. As soon as we are able to assemble adequate information on the requirements of those omitted Allied territories, this request will be supplemented in this respect. Having, however, in mind that you may wish to take the relief and rehabilitation needs of the enemy and ex-enemy areas into

consideration so as to permit you to take a global view of total requirements in relation to supply possibilities, we also wish to draw your attention to the fact that the estimates prepared by the military authorities, with respect to the first six months after liberation, include the enemy and ex-enemy territories in addition to the Allied territories, and that the Young-Sinclair estimates, which we understand are available to you, cover enemy and ex-enemy territories with respect to the civilian period of responsibility following that of military responsibility."

8 and 9. The last two paragraphs should cover in some detail what is being transmitted, who is designated to represent UNRRA in any future negotiations concerning this request, and who will supply such further details as may be wanted.

Deputy Director General"

Aug 7, 1945 Jendrikow

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER No. 4, Sup. 3
8 April 1944

SUBJECT: Procedural Instruction for preparing letters to
Combined Boards

contacts In communications to the Combined Production and Resources Board we have been marking them "Attention: Mr. Ogden White". In view of the fact that Mr. Hamish Mitchell for the British side and Mr. Ogden White for the U. S. side have been designated for our ~~contracts~~, I believe it would be well to mark these letters, "Attention: Mr. Ogden White and Mr. Hamish Mitchell."

In the case of the Combined Field Board, which has a tri-part membership, it would be well to mark them "Attention: The Executive Officers, Mr. George Paterson, Lt. Col. Ralph W. Olmstead, Mr. Maurice Hutton."

This is a small matter, but I find that our requests are distributed very widely, and I believe full recognition of the international membership of these Boards is valuable.

Roy F. Hendrickson
Deputy Director General.

SUBJECT: List of Persons to Whom Estimates of Requirements
are to be Sent

The following list shall be supplied copies of preliminary estimates of requirements prepared by the Bureau of Supply. This list supersedes the lists given in Bureau of Supply Order No. 4 and in Bureau of Supply Order No. 4, Supplement 1.

Combined Boards (20 copies)

Mr. Rupert Emerson (4 copies)
Director
Liberated Areas Branch
Foreign Economic Administration
Attention: Mr. Harold Stein

The Honorable
L. B. Pearson
Minister Counselor
Canadian Embassy
1746 Massachusetts Avenue
Washington, D. C.

Col. H. E. Rounds
Economic and Relief Branch
Civil Affairs Division
Room 3 C 863
Pentagon Building
Washington, D. C.

The Right Honorable
Ben Smith
Minister Resident
British Embassy
P. O. Box 680
Benjamin Franklin Station
Washington, D. C.

Lt. Col. J. Megaw
British Joint Staff Mission
Room 305, Public Health Building
19th and Constitution
Washington, D. C.

Mr. James A. Stillwell
Adviser on Supplies
Liberated Areas Branch
State Department
Room 285, State Building
Washington, D. C.

UNRRA Administrative Committee
London (by air mail)
5 copies
(Leith-Ross, Osborne, Feonov)
(to be transmitted by Mr.
Gaumnitz)

Regional Office for the Far
East (5 copies)
(to be transmitted by Mr.
Gaumnitz when established)

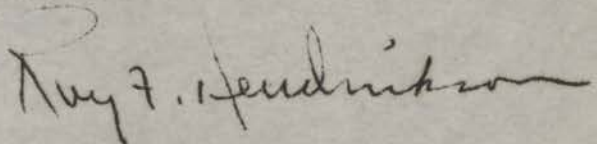
UNRRA Staff Members:

Sir Arthur Salter
Mr. Menshikov (10 copies, to be sent
to Mrs. Ryshpan)
Mr. Hoehler
Miss McGeachy
Mr. Fried
Dr. Crabtree
Mr. Feller
Mr. Melk
Mr. Hendrickson
Mr. Weintraub (5 copies)
Mr. Keeny (5 copies)
Mr. Elkinton (5 copies)
Mr. Funkhouser (5 copies)
Mr. Gaumnitz
Mr. Borders
Mr. Nugent
Mr. Kerr
Mr. Hackman
Originating Office (15 copies)

Roy F. Hendrickson
Deputy Director General

SUBJECT: Procedural Instructions for Presenting Preliminary Estimates of Requirements

1. The urgency of submitting preliminary estimates of requirements for liberated areas has in some measure precluded the possibility of making as thorough a study of the basic factors entering into such estimates as would normally be desirable or necessary. The estimates now being prepared rest for the most part on data which we have inherited from the Leith-Ross estimates, the Young-Sinclair estimates and the OFRRO (US-UK agreed) figures. In many cases the figures are taken directly from one of these estimates. In other cases, the estimates prepared for submission to the Combined Boards differ from all of the inherited data.
2. It is essential that we have a complete and well documented record with respect to the figures included in the estimates of requirements which we are submitting to the Combined Boards. When a figure is taken from one of the sets of estimates which we have inherited, the reason for accepting that figure rather than one of the other estimates, should be fully and clearly set forth for our records. If, for example, an OFRRO estimate is used which differs from the Leith-Ross or the Young-Sinclair estimate, a statement as to why this choice was made should be prepared. If the OFRRO figure was based on more recent information, different standards, or a change in assumptions, this fact should be clearly set forth. In those cases involving an estimate which departs from all of the previous estimates, the reason such as new facts, changed standards, or new assumptions, should be recorded.
3. Recent communications from the Committee for Europe (see Agenda /2 CCE (44) 2) indicate in general a tendency to adhere to the minimum imports program formulated by the inter-allied committees. This being the case, it is most essential that we fully understand and document the basis for departing from those figures in the estimates which we are submitting to the Combined Boards. Under no circumstances should our estimates include figures for which we have set forth no statement of standards and assumptions. Further, the figures developed by another group or agency should not be accepted or used by us unless we have a written justification in our files which includes basic facts, standards, and assumptions acceptable to us.
4. While speed is important with respect to submitting our preliminary estimates of requirements to the Combined Boards, haste will not justify failure to follow the foregoing procedures.


Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

Spore 500/1
BUREAU OF SUPPLY
ORDER BULLETIN NO. 4, Sup. 6
June 1, 1944

SUBJECT: PROCEDURE IN PRESENTING REQUIREMENTS PENDING
FUNCTIONING OF COMMITTEE FOR EUROPE.

The letter which we have been using in presenting requirements to the Combined Boards pending functioning of the European Committee carries the assumption of collapse on July 1, 1944. All such letters prepared in the future should carry the assumption of collapse on October 1, 1944.

Ray T. Hendrickson
Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO. 4, Sup. 8
18 July 1944

SUBJECT: Revised Model Letter to be Used in Requests for Allocations to the
Combined Boards

All UNRRA allocations requests heretofore filed with the Combined Boards have included assumptions regarding the date of military collapse and the date when UNRRA or the national authorities of the liberated countries would assume responsibility for civilian relief and rehabilitation operations. Some UNRRA programs filed with the Combined Boards have also included requirements estimates for the full year following liberation, thus including the first six months for which the military authorities have assumed responsibility.

It is intended that in the future our requests for allocations will:

- (1) Provide (in Table 1) an estimate of requirements for a full year following the initial period of military responsibility, assumed for planning purposes to be of a six-month duration;
- (2) Indicate (in Table 2) that portion of our estimated requirements for the civilian period which we wish to have available by specified dates;
- (3) Eliminate all reference to the date of collapse and a date of assumption of responsibility by UNRRA (see Supplement 7 to Bureau of Supply Order No. 4); and
- (4) Eliminate any possible overlap with the period for which the military is assuming responsibility.

Revision of the earlier model letter was undertaken by a working group composed of representatives from UNRRA, the Combined Boards, FEA, and the War Department. The new letter was noted and approved by the U.S. Procurement Committee on 11 July 1944.

In the future the revised model letter attached herewith should, insofar as possible, be used by all those who have occasion to prepare requests for allocations to the Combined Boards. Appropriate modifications may be made in this letter in order to take into account special points. Paragraphs in the model letter have been numbered 1 to 9. In preparing your allocation request, will you please number the paragraphs in order to facilitate later reference. The numbers will not necessarily correspond to the numbers given in the model letter, since special points may have been introduced.

David Weintraub
Acting Deputy Director General

Attachment.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO. 4, Sup. 8a
18 July 1944

SUBJECT: Revised Model Letter to be used in Requests for Allocations to
the Combined Boards

AMENDMENT

Paragraph 4 of the revised model letter to be used in requests for allocations to the Combined Boards, should be amended to read as follows:

"4. It is understood that the allocations made in response to this request, and the supplies procured under such allocations, may be reallocated by the appropriate allocating authorities to the military authorities, if the supplies are required more urgently by them as a matter of military necessity."

David Weintraub
Acting Deputy Director General.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO. 5
22 March 44

SUBJECT: UNRRA Relations with the Press and the
Public

As an international organization, UNRRA cannot speak for any agency of the United States Government concerning procurement matters affecting the United States. Moreover, since Congress has not yet acted finally concerning the appropriation of funds representing the participation of the United States in UNRRA, it is improper at the present time to announce that we are presenting "requirements" to United States agencies, but it is entirely proper for us to provide these agencies with advance information concerning possible overall needs.

In view of these facts, it is important that any statements made to the press or to the public concerning the procurement of supplies by UNRRA be carefully checked. There is established in UNRRA a Division of Public Information, and any communications to the press or to the public must be cleared through this Division.

This is particularly important at this time when there are employees of the Bureau of Supply providing technical assistance to United States agencies under informal arrangements. It is unwise, as well as improper, for these employees to suggest at any time that a particular action is probable or improbable on the part of an agency of the United States Government, and it is equally improper for them to reveal any figures, plans, or specifications to anyone not in an official position.

Ray F. Henderson

Deputy Director General

SUBJECT: Procedural Instructions for Handling Cables

Copies of all cables are delivered to the Bureau of Supply daily. A copy of any cable which seems to be of particular interest to a Division will be delivered to the Chief of that Division immediately upon its receipt. If some action is required on the part of the Division Chief, that fact will be indicated.

Replies to cables and other cables originating in the Bureau of Supply must be prepared in accordance with the form to be established for UNRRA. After proper clearance, the prepared cable must be delivered to Gladys Helmers, Room 817, who has been designated Communications Officer for the Bureau of Supply. Miss Helmers will make sure that the cable is dispatched. She will also maintain a follow-up file on all cables which require action in the Bureau of Supply.

There will also be delivered to each Division Chief a daily digest of all cables received. A complete file of cables is available in Room 817, for the examination of any person in the Bureau of Supply.

Roy F. Hendrickson.
Deputy Director General.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

Spares

BUREAU OF SUPPLY
ORDER NO. 7
10 April 1944

(43)

SUBJECT: Procedural Instructions for Long Distance Telephone Calls

It has come to my attention that there is apparently more use of long distance telephone service than is absolutely necessary. Every effort should be made by Division and Branch Chiefs to keep the number of long distance telephone calls to a minimum. In most instances a telegram or an airmail letter will suffice.

As a control on the use of long distance telephones, each person who makes a long distance call should execute two copies of the attached sample form, one copy to be retained by the Division. A supply of these forms may be obtained in Room 817. A slip should also be filled out for any incoming calls on which the charges are reversed. At the end of each month, one copy of all slips in each Division or Branch must be routed to the Communications Officer in Room 817.

Ray F. Hendrickson
Deputy Director General

Attachment

SUBJECT: INTERNAL ORGANIZATION OF BUREAU OF SUPPLY

The following assignment of functions, authorities and responsibilities within the Bureau of Supply become effective April 15. Personnel assignments will be made in supplements to this.

I. Immediate Office of the Deputy Director General

A. Deputy Director General

1. While most functions and responsibilities of the Deputy Director General will be delegated, certain actions and decisions are reserved as follows:

- a. The approval of the main framework of the administrative organization of the Bureau and the issuance of orders governing it.
- b. Selection, subject to the regulations of the overall UNRRA organization, of the key personnel.
- c. Approval of recommendations relating to the administrative and operating budget.
- d. Major negotiations with the Director General and the Senior Deputy Director General and with other units of UNRRA and with the governments as delegated by the Director General.
- e. Major policy and procedural questions relating to the operations of the Bureau.

B. Economic Adviser

To advise the Deputy Director General and the principal officers of the Bureau of Supply; to conduct special studies and to head or serve as a member of working parties assigned to propose recommendations for the solution of major problems.

C. Assistant to the Deputy Director General

- 1. To be responsible for special assignments.
- 2. To assist the Deputy Director General in carrying out functions and responsibilities of the Bureau of Supply not specifically delegated by this order to other officers or persons.

3. To initiate, review and analyze proposed policies and to conduct special studies that may be assigned from time to time.

4. To be responsible for the flow of work in the Office of the Deputy Director General.

D. Administrative Officer

1. To be responsible for assisting in organizing and studying the possibilities for integration and coordination of the activities of the Bureau so as to make it an efficient working unit.

2. To study, analyze and recommend the location of work, changes in organizational structure and personnel assignments; to assist the unit leaders in planning their organizational structure and analyzing their needs for assistance.

3. To devise and recommend the establishment of procedures to insure the orderly, expeditious flow of work within the Bureau.

4. To coordinate internal administrative activities of the various subdivisions of the Bureau and to represent the Bureau in coordinating these activities with other units in UNRRA and other organizations.

5. To assume leadership within the Bureau for administrative affairs relating to fiscal, personnel, budget and administrative services at the Bureau level, including the internal Bureau communication system for orders, bulletins, etc.

E. Consultants Panel

There is hereby established a Consultants Panel. From time to time, where it is possible to obtain special advice and assistance on problems incident to the functions of the Bureau of Supply, the services of consultants will be obtained in an effort to economize in the employment of personnel. Such consultants will be assigned to the Consultants Panel and their services available to all units of the Bureau. In each instance, the function, a statement of the special field of expertness of the consultant, and the period of availability of his or her services will be made known to the staff of the Bureau by the Administrative Officer.

II. Assistant Chief of Bureau

A. Under the general supervision and direction of the Deputy Director General, and in a staff capacity, to coordinate policies, procedures and methods involving requirements, allocations, procurement, contributions of supplying countries, the acquisition of war surpluses, and statistical records and reports.

B. To act as Secretary to the Committee on Supplies. In that capacity and in association with the Secretariat, to anticipate the problems to come before that Committee and to arrange for the preparation of materials and assembling of data for presentation to it; to arrange the agenda and to prepare the minutes; to carry on such discussions as may be needed with members of the Committee; and, in general, to assume such responsibilities in connection with the Committee's functions as may be deemed appropriate by the Chairman of the Committee, the Director General and the Deputy Director General.

C. To cooperate with the Financial Adviser and the Secretary of the Committee on Financial Control in the preparation of materials and in the coordination of problems bearing upon the ability of receiving countries to pay for relief and rehabilitation goods.

D. To be responsible for the supervision of the following staff branches of the Bureau of Supply:

1. Requirements Coordination Branch
2. Allocations Coordination Branch
3. Procurement Coordination Branch
4. Statistical Records and Reports Branch

E. To assume such other related responsibilities as may be assigned from time to time by the Deputy Director General.

III. Requirements Coordination Branch

A. In a staff capacity, to assume leadership for the work of the Bureau of Supply in the field of requirements and to review all actions of the Bureau in that field for conformity with established policies prior to submission for approval to the Deputy Director General.

B. To formulate for approval policies, procedures and methods relating to the computation of requirements; to assist the line divisions in their work of estimating the requirements for the commodities under their jurisdiction in accordance with approved policies and on the basis of data submitted by regional committees, member governments, regional offices, functional divisions of UNRRA, (i.e. Division of Health, Division of Welfare, Division of Displaced Persons, Division of Agricultural Rehabilitation, and the Division of Industrial Rehabilitation), and the Bureau of Areas.

C. With respect to requirements, to serve as a channel between the Bureau of Supply on the one hand, and the regional committees, member governments, regional offices, functional divisions and bureaus of UNRRA, on the other hand leaving, however, as much as possible of the negotiations in the hands of the line divisions.

D. To formulate for approval policies, procedures and methods relating to the assembling of requirements data by UNRRA missions in liberated areas, the screening of such data prior to presentation to UNRRA headquarters (or regional offices); to be responsible for obtaining from the line divisions of the Bureau of Supply (or other organizational units of the Administration outside of the Bureau of Supply) required action on all communications received from the field with respect to requirements to liberated areas and to review the action proposed for conformity to established policies prior to submission for approval by the Deputy Director General.

E. To serve as a principal overall liaison representative between the Bureau of Supply in its relations with the Combined Military authorities with respect to their planning of requirements and the progress of their supply program for liberated areas.

F. To assume such other related responsibilities which may be assigned from time to time.

IV. Allocations Coordination Branch

A. In a staff capacity, to assume the leadership for the work of the Bureau of Supply in the field of allocations, and to review all action of the Bureau in that field for conformity with the established policies prior to submission for approval by the Deputy Director General.

B. To formulate for approval policies, procedures and methods relating to the preparation of requests for allocating agencies (e.g. Combined Boards).

C. With respect to allocations to establish and maintain effective channels between the line divisions of the Bureau and the Combined Boards leaving, however, the actual preparation of data and documents and as much as possible of the negotiations in the hands of the line divisions.

D. To formulate for approval policies, procedures and methods relating to the translation of Combined Board allocations into allocations by national allocating agencies or equivalent agencies in accordance with the established practices of the supplying countries; with respect to such national allocations to establish and maintain effective channels between the line divisions of the Bureau and the

appropriate agencies of the supplying countries, leaving, however, the actual preparation of data and documents and as much as possible of the negotiations in the hands of the line divisions; and to be responsible for obtaining from the line divisions the required action and to review such action for conformity to established policies prior to the submission for approval to the Deputy Director General.

E. To establish and maintain a system whereby the Bureau of Supply will be kept informed of all allocations for relief and rehabilitation made directly to paying governments and the progress made by those governments under such allocations.

F. To receive proposals of intended purchases by governments of occupied or liberated areas; to be responsible for obtaining from the line divisions the required action and to review the proposed reply for conformity to established policies prior to submission for approval to the Deputy Director General.

G. To assume such other related responsibilities as may be assigned from time to time.

V. Procurement Coordination Branch

A. In a staff capacity, to assume leadership for the procurement work of the Bureau of Supply and to review all such action for conformity with established policies prior to submission for approval to the Deputy Director General.

B. To formulate for approval policies, procedures and methods for the translation of allocations by the Combined Boards into procurement programs; to work out with appropriate government agencies overall working arrangements for procurement within the country concerned; and to be responsible for obtaining from the line divisions the required action in the preparation of authorizations, requisitions and specifications in conformity with established policies and procedures; the preparation of documents and data, and as much as possible of the detailed negotiations with procuring agencies, to remain in the hands of the line divisions; to maintain a system of contract controls; to devise procedures for inspection and where necessary direct the operations of field inspectors to assure compliance with specifications and contracts; and to serve the line divisions as principal adviser on labeling and packaging procedure.

C. To be responsible for assembling, analyzing and presenting data bearing on the ability of member countries to contribute to and otherwise participate in the work of UNRRA and on the products or services they are best able to supply as part of their contribution to UNRRA; to cooperate with the line divisions of the Bureau of Supply and on behalf of the Bureau with the Financial Adviser, the Diplomatic Adviser,

the Bureau of Finance and Administration, the General Counsel, and such other offices of UNRRA as may be appropriate in the negotiations with member countries concerning their contributions.

D. To recommend to the Deputy Director General the establishment, as necessary, of supply missions in contributing countries and to assume leadership for the direction of such missions.

E. To maintain close liaison with the Bureau of Supply in the London Regional Office and with supply missions in supplying countries in order to insure conformity with the general supply policies of UNRRA and to provide the Bureau of Supply at headquarters with an overall view of progress of Combined Board allocations.

F. To formulate for approval policies, procedures, and methods relating to the acquisition of war surpluses and salvage; to establish and maintain effective channels between the line divisions of the Bureau and such agencies as may be involved in the disposition of war surpluses and salvage, leaving, however, as much as possible of the negotiations in the hands of the line divisions; to be responsible for obtaining from the line divisions the required action and to review the proposed action for conformity to established policy prior to submission for approval to the Deputy Director General.

G. To be responsible for storage and shipping, including arranging for allocations of shipping, for programming shipping, and for the development of procedures and where necessary the operation of storage.

H. To assume such other related responsibilities as may be assigned from time to time.

VI. Statistical Records and Reports Branch

A. To assume leadership in the Bureau of Supply for the establishment and maintenance of appropriate records and reports and to review all proposed records and reports for conformity with established standards and policies of the Bureau prior to submission for approval to the Deputy Director General.

B. To formulate for approval standards to be maintained and records to be established and to establish and maintain records according to such approved standards with respect to estimates of requirements, allocations requested, allocations approved, goods procured under such allocations or under allocations made directly to paying governments, goods in storage, goods forwarded and goods shipped to receiving countries.

C. To establish and maintain effective liaison through appropriate channels with the Bureau of Supply at London and regional offices generally and with supply missions in supplying countries in order to insure the establishment of records serving purposes similar to (B) above in those offices and missions so that the Bureau of Supply at headquarters may be kept fully informed of progress under UNRRA's supply program.

D. To formulate and/or to consolidate for approval periodic reports to be submitted by the Bureau of Supply in London and other regional offices and supply missions to the Deputy Director General and to maintain at all times a consolidated record that will reflect overall progress being made under UNRRA's supply program. (It is recognized that a considerable period of time will be required for complex negotiations with national allocation and procurement agencies and UNRRA's own divisions and regional offices before the objective described in (B), (C), and (D) can be fully achieved.)

E. To assume such other related responsibilities as may be assigned from time to time. (In general, the objective will be to center statistical reports, records, and service work in this branch so that we may have the benefit and economy of centralized, efficient custody and service.)

VII. Line Divisions

There are hereby established six line divisions reporting directly to the Deputy Director General. These line divisions are:

1. Division of Agricultural Rehabilitation
2. Division of Food
3. Division of Clothing, Textiles, and Footwear
4. Division of Medical and Sanitation Supplies
5. Division of Industrial Equipment
6. Division of Raw Materials

These Divisions are assigned the following functions with respect to the commodities assigned to them: (A list of such commodities will subsequently be issued clarifying specific responsibilities concerning commodities in which there may be duplication of interests. Gasoline, for instance, will be assigned to the Division of Raw Materials, which will consolidate requirements and needs whether originating with other line Divisions of the Bureau, with functional divisions of UNRRA or elsewhere. On the other hand, with very rare exceptions, the Division of Medical and Sanitation Supplies will be responsible for the procurement of all supplies used in the medical and sanitation programs. The Division of Agricultural Rehabilitation and the Division of Food will have a particularly intensive relationship for which special coordinating steps will be taken by the Deputy Director General.)

1. To ascertain, assemble, analyze and collate requirements estimates for occupied or liberated countries pursuant to established procedures in cooperation with the regional and technical committees and sub-committees and the several functional divisions of UNRRA, i.e. Displaced Persons, Medical and Health, Welfare, and Industrial Rehabilitation, and with the Agricultural Rehabilitation Division of the Bureau of Supply, relating the requirements to supply data and taking into account probable available supplies in deficit areas and probable available surplus military supplies.
2. In accordance with approved methods and procedures, to prepare requirements data for presentation to the appropriate allocating agency, to negotiate allocations of supplies, coordinating as necessary with the military authorities to insure as nearly adequate as possible pre-UNRRA flow of supplies to liberated areas.
3. To develop specifications and standards for commodity items that are to be purchased, including types and varieties of products, processing, packaging, labeling, instructions for use, etc., taking into account the varied origin of the supplies for which UNRRA is responsible and the need for assisting contributing nations in redeeming their contribution through supplies they can most readily produce; to prepare procurement orders.
4. To cooperate with the appropriate functional divisions of UNRRA to achieve orderly, balanced supply programs.
5. In accordance with methods and procedures to be devised, to negotiate with the national procurement agencies in arranging for purchases and deliveries.
6. To assist the Statistical Records and Reports Branch in analyzing and interpreting data and reports on commodity requirements, allocations pending, approved allocations, requisitions, purchases, inventories, and deliveries of commodity items.
7. To provide advice and information on commodities as required by other branches or divisions and committees of UNRRA and the regional offices.
8. To review, analyze and make recommendations with respect to programs for supplies submitted by regional offices and of purchase proposals by member governments.
9. To collaborate in the development and formulation for approval of time schedules for allocation, procurement and delivery of commodities.

In addition to the above functions, the Division of Agricultural Rehabilitation will: Formulate programs, cooperating closely with the other Divisions of the Bureau of Supply for the prompt rehabilitation of food production in liberated areas, including both agriculture and fishing, and including the preserving and processing of foods. The Division of Agricultural Rehabilitation will cooperate fully with the Standing Technical Committee of the Council on Agriculture and with such regional sub-committees as may be established, and will be responsible for technical agricultural personnel and programs on other regional committees and organizations to carry out the work in the liberated areas.

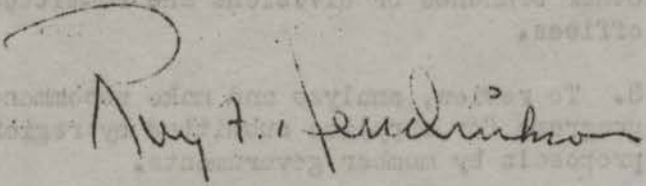
In addition to the above functions, the Division of Food will: Formulate programs, cooperating with other divisions of the Bureau and with the functional divisions of UNRRA, for supplying foods which will reflect as scientifically as possible such factors as the indigenous production of recipient countries, the nutritional guidance available from the Interim Commission of Food and Agriculture and recognized bodies of nutritional opinion, the special needs of such units as the functional division on Displaced Persons, etc.

In addition to the above functions, the Division of Clothing, Textiles, and Footwear will: Formulate programs, cooperating with functional divisions of UNRRA, which will recognize the relative needs for clothing, piece goods and fibers, and other raw materials for clothing and footwear.

In addition to the above functions, the Division of Industrial Equipment will: Cooperate closely with the Division of Industrial Rehabilitation of UNRRA with a view of expediting the flow of industrial equipment on a priority basis.

In addition to the above functions, the Division of Medical and Sanitation Supplies will: Cooperate closely with the Division of Health of UNRRA to expedite the flow of medical and sanitation supplies within the general framework of the supply program.

In addition to the above functions, the Division of Raw Materials will cooperate fully with other units of UNRRA to establish overall requirements and a program of supply covering fuels, timber, steel and other materials as assigned, taking particular account of the need for stocking for multiple use.


Deputy Director General

SUBJECT: Personnel Assignments in the Bureau of Supply

The following assignments of personnel are made to positions in the organizational units described in Bureau of Supply Order No. 8, "Internal organization of the Bureau of Supply":

I. Immediate Office of the Deputy Director General

Eleanor Case Lott
Irene Page
Lorenzo Smith

Rolf Nugent, Adviser
Ann Chamberland
Elizabeth Viergutz

K. K. Gaumnitz, Assistant to the Deputy Director General
Eleanor Washburn

Frederick C. McMillen, Administrative Officer
Jane Beall
Mitzi Cheplak
Mildred Dunkleberger
Gladys Helmers

II. Assistant Chief of Bureau

David Weintraub, Assistant Chief of Bureau

Irene Church
P. A. Kerr
Helen Miles
Susan Morris
Janet Smith

III. Requirements Coordination Branch

S. M. Keeny, Chief

Helen Eikleberry
Patricia Hooper
Dorothy Luria
Jean Marburg
Ann Morris
Lorraine Schaefer

IV. Allocations Coordination Branch

Charles Elkinton, Chief

Dorothy Buffmire

Dilys Davies

Wayne Wilson

V. Procurement Coordination Branch

Karl Borders, Chief

Myron Brock

Treva Burd

Walter Chudson

Olive Gill

Justine Gubin

Harry Isikoff

Morton Kent

Bernard McKeever

Rita Williams

VI. Statistical Records and Reports Branch

Richard Funkhouser, Chief

Freda Alt

Edna Boorady

Paul Booz

Virginia Clark

Raymond Fadner

Josephine Grantham

Linea Hedquist

Jean Kiernan

Kathleen Klotz

Rebecca Pecot

Battaille Railey

Estella Rowinski

Mary E. Sexton

Lisa Wadsworth

Frances Whipple

Virginia Wilbur

VII. Division of Agricultural Rehabilitation

Edwin Henson, Chief

Irene Hallett

Leo Kolodny

Lillian McCormack

Elsie Marclay

Millard Peck

Donald Sabin

Peter Slagsvold

VIII. Division of Clothing, Textiles, and Footwear

Abe Hackman, Chief

Hazel Bell	Wanda Kugaczewska
Abraham Boykoff	Frances Ruda
Marian Bridges	Herbert Schenker
Herbert Conhaim	Mary Stanski
Howard Connell	Frances Tavis
Norma Factor	Milton Weber
Elizabeth Fingerioth	Mayre Zoric
Alexander Gordon	

IX. Division of Food

Andrew Cairns, Chief

Barbara Cartmel
Waling Dykstra
Rita Kalichstein
Wallace MacMonnies
George Peterson
Doris Porter
Elnora Rathje
Alice Rosner
Laurell Scranton
Grant Tolley
Mavis Walker

X. Division of Industrial Equipment

Grey Leslie, Acting Chief

Edna Hill
Theodore Lazarus
Harris Loewy
Elizabeth Netzorg
Lillian Shaw

XI. Division of Medical and Sanitation Supplies

Eugenia Keller

Xuy 7.1 ferdinon

Deputy Director General

&

SUBJECT: Internal Organization of the Bureau
of Supply

Pursuant to the provisions of General Bulletin No. 45 of 19 June 1944, there is hereby established within the Bureau of Supply, effective July 1, 1944, the Division of Industrial Rehabilitation. This Division will have the responsibilities heretofore assigned to the Division of Industrial Rehabilitation, the Division of Industrial Equipment of the Bureau of Supply, and the Division of Raw Materials of the Bureau of Supply. The Division of Industrial Equipment of the Bureau of Supply and the Division of Raw Materials of the Bureau of Supply will be absorbed by the new Division of the Bureau of Supply, effective July 1.

Effective July 1, Mr. Willard F. Day will assume the position of Assistant Chief and Acting Chief of the new Division of Industrial Rehabilitation, Bureau of Supply.

A later announcement will be made concerning the internal structure of the Division.

Effective July 1, any personnel transferred to the Bureau of Supply from the present Division of Industrial Rehabilitation and the present personnel of the Divisions of Industrial Equipment and Raw Materials will report to Mr. Day for assignments pending completion of organization plans.

It is fortunate that the Director General has made arrangements whereby Mr. Fried will continue to serve as a Consultant to him, and Mr. Fried has graciously agreed to advise and assist the Bureau of Supply in connection with this new assignment from time to time.

Roy F. Hendrickson
Deputy Director General.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO. 8, Sup. 3
26 June 1944

SUBJECT: Internal Organization of the Bureau of Supply

There is hereby established the Ocean Shipping Branch of the Bureau of Supply, coordinate with the Requirements Coordination Branch, the Allocations Coordination Branch, the Procurement Coordination Branch and the Statistical Records and Reports Branch.

All of those functions pertaining to storage and shipping heretofore assigned to the Procurement Coordination Branch are hereby reassigned to the Ocean Shipping Branch. In view of the interlocking relationship between procurement and shipping, the Ocean Shipping Branch will work in close collaboration with the Procurement Coordination Branch.

The functions, authorities and responsibilities of the Ocean Shipping Branch are as follows:

- A. To assume leadership in the Bureau of Supply with respect to all forwarding, storage and shipping functions of the Bureau of Supply from the point of origin of the cargo to the port of ultimate destination;
- B. To develop and formulate for approval, in cooperation with the Procurement Coordination Branch, all policies, procedures, and documents concerning the transfer of title, packaging, labeling, forwarding, storing, insuring, booking, and shipping (including freight charges, contracts, and related matters) of relief and rehabilitation supplies;
- C. To analyze requirements and procurement programs from the shipping standpoint and to prepare therefrom programs of requirements for shipping space;
- D. To establish and maintain close working relationships with:
 1. International and national shipping allocation agencies; to present to such agencies the shipping programs as developed in paragraph "C" above, and to make firm bids for vessel tonnage under such programs to the appropriate shipping allocation agencies;
 2. National agencies acting for the Bureau of Supply on the forwarding, storage, and shipment of cargo, and to issue such instructions to and request such reports from such agencies as necessary;

3. The civil affairs, transportation, and other related branches of the military authorities in order to facilitate the transfer of the responsibility for shipment of civilian supplies from the military authorities at the appropriate time for each area of destination.
- E. To be responsible for all transport, storage and shipping operations with respect to trans-shipment cargo at any intermediate discharge port and for the inspection and tabulation of all cargo at the port of ultimate destination;
- F. To employ as necessary and to direct the activities of private forwarding storage shipping, vessel operating, cargo inspection, and other related concerns;
- G. To authorize all disbursements of any kind pertaining to the above;
- H. To advise all other Branches and Divisions of the Bureau of Supply with respect to forwarding, storage, and shipping matters, and to undertake such related responsibilities as may be assigned from time to time.

Roy F. Hendrickson
Deputy Director General.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

462
BUREAU OF SUPPLY
ORDER NO. 8, Sup. 4
6 July 1944

SUBJECT: Personnel Assignments in the Bureau of Supply

Effective July 1, Mr. William Dominick entered on duty with the Bureau of Supply as Chief of the Ocean Shipping Branch, which was established by Bureau of Supply Order No. 8, Supplement 3.

All questions concerning shipping, transportation, and warehousing matters should be referred to Mr. Dominick, and all questions concerning packaging, labelling, etc. should be cleared with him.

Lund Weiss Hacht
Acting Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

44
BUREAU OF SUPPLY
ORDER NO. 8, Sup. 5
6 July 1944

SUBJECT: Internal Organization of the Bureau of Supply

There is hereby established within the Bureau of Supply, the Branch for Contributed Supplies.

The responsibilities of this Branch include the following functions:

1. To explore, develop and coordinate UNRRA's participation in the used clothing drives;
2. To cooperate in the investigation and development of other programs for voluntary contributions;
3. To serve as Secretariat of an UNRRA committee, composed of representatives of the Division of Welfare, the Division of Public Information and the Bureau of Supply, aiding in the development of the Used Clothing program.

Effective July 1, Mr. Dan West entered on duty with the Bureau of Supply as Chief of this Branch.

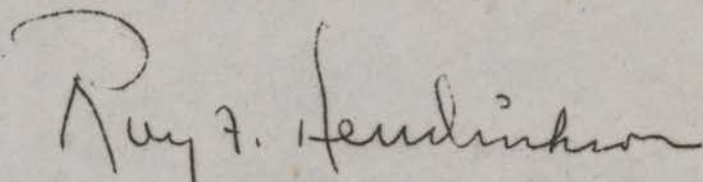
Dwight Weinstaub
Acting Deputy Director General

SUBJECT: Functions of the Division of Industrial Rehabilitation

In addition to the functions outlined in Bureau of Supply Order No. 8 for all commodity divisions with respect to the commodities assigned to them, the Division of Industrial Rehabilitation will:

1. Formulate plans for the rehabilitation of those industries and services essential to relief in liberated areas, establishing a system of priorities for each area based upon need and upon the availability of materials and equipment locally.
2. Examine in the light of the supply and shipping situation, import programs submitted by both paying and non-paying governments, recommending changes and suggesting substitutions where desirable, and indicate priority of one claimant area over another in drawing materials and equipment from stockpiles in order to insure that each area receives the equipment necessary to fulfill the industrial rehabilitation program for that area, and to produce relief goods for other liberated areas.
3. Cooperate fully with the Standing Technical Committee on Industrial Rehabilitation and its sub-committees.
4. Be responsible for the selection and training of technical personnel for field missions.

This supplement supersedes previous memoranda issued by the Bureau of Supply insofar as they are inconsistent with these provisions.


Deputy Director General

SUBJECT: Internal Organization of the Bureau of Supply

There is hereby established the Requirements and Allocations Coordination Branch of the Bureau of Supply, consolidating and merging the functions and personnel of the former Requirements Coordination Branch and the Allocations Coordination Branch.

The functions, authorities and responsibilities of the Requirements and Allocations Coordination Branch are as follows:

- A. In a staff capacity to assume leadership for the work of the Bureau in the field of requirements and allocations, and to review all action in that field for conformity with established policies;
- B. To formulate policies, procedures and methods relating to computation of requirements and the preparation of requests for allocations;
- C. To assist line divisions in estimating requirements for their appropriate commodities, and to develop coordinated programs of requirements by country and broad commodity classification;
- D. To be responsible for assembling of requirements data by UNRRA missions in liberated areas and to obtain required action with respect to requirements for these areas; to develop procedures for maintaining flow of data on requirements and allocations between Headquarters and Regional Offices;
- E. To act in a liaison capacity between line divisions and Combined Boards, the military, member governments and Regional staffs with regard to requirements coordination and allocations;
- F. To furnish leadership to the Requirements Review Committee;
- G. To formulate policies, procedures and methods relating to translation of Combined Board allocations into allocations by national allocating agencies; to formulate procedures for allocating to member governments after total allocations have been received by UNRRA;
- H. To have staff responsibility for insuring required action by the Bureau of Supply on all requests for allocations made directly by countries with immediately available financial resources, as well as those made by all other countries;
- I. To adjust UNRRA requirements in the light of civilian supply programs of the military authorities and in the light of potential contributions from supplying countries.

UNRRA
12 October 1944

BUREAU OF SUPPLY
ORDER NO. 8, Sup. 7
12 October 1944

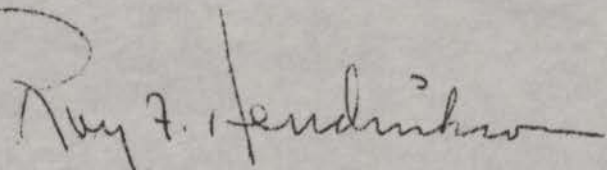
Effective immediately, Norman Leon Gold is designated Chief of the Requirements and Allocations Coordination Branch.

Ruy F. Fendrick
Deputy Director General

SUBJECT: Internal Organization of the Bureau of Supply

Procurement responsibility is hereby vested in the Industrial Rehabilitation Division for all miscellaneous commodities which do not clearly fall within the areas of responsibility of the Divisions of Agricultural Rehabilitation; Food; Clothing, Textiles and Footwear; and Medical and Sanitation Supplies. (For instance, kitchen utensils, beds, camp equipment, etc.)

While procurement responsibility for miscellaneous commodities which may be included in the Medical Supplies programs is hereby vested in the Industrial Rehabilitation Division, the Division of Medical and Sanitation Supplies retains responsibility for the analysis of the requirements of such commodities and will furnish such requirements data to the Industrial Rehabilitation Division. Requirements estimates submitted by any organizational unit outside of the Bureau of Supply shall be referred to the Requirements and Allocations Coordination Branch for analysis and approval. That Branch is authorized to call on any commodity division of the Bureau of Supply for assistance in such analyses.



Deputy Director General

RECEIVED

2 JAN 1945

BUREAU OF SUPPLY
ORDER NO. 8, Sup. 9
23 November 1944

74

SUBJECT: Internal Organization of the Bureau of Supply -- Allocation and Distribution of Contributed Clothing

Subject to the following considerations, there is hereby vested in the Clothing, Textiles and Footwear Division of the Bureau of Supply responsibilities for the allocation of contributed clothing among all claimants on the basis of requests for contributed clothing submitted by member nations and in accordance with a predetermined use ratio of used clothing to new:

1. This contributed clothing shall be available for allocation to liberated areas only.
2. Where a nation that does not require UNRRA's financial assistance becomes a claimant, such nation shall be asked to reimburse UNRRA for its estimated approximate "out of the pocket" costs, such as transportation, handling, warehousing and baling.
3. A written agreement shall be prepared in every instance of allocation, outlining conditions under which the contributed clothing is to be distributed, this written agreement to embody all provisions of Administrative Order No. 23 governing distribution of contributed clothing.
4. Contributed clothing may be stockpiled for later use in liberated areas, but in any such instance, ample safeguards must be provided to insure full compliance with policies outlined in Administrative Order No. 23 when eventual distribution of such stockpiled clothing is made.
5. In view of the limited supply, full consideration shall be taken of the present and potential needs of all liberated and to be liberated areas to insure equitable distribution among such countries, including information received from Chiefs of Missions and from country and functional specialists in other units of UNRRA.

Mr. Dan A. West, Chief of the Branch for Contributed Supplies, Bureau of Supply, is hereby designated to serve as UNRRA chairman of the informal committee to which the Director General on 24 October asked the religious faiths of the United States to name representation. It will be the purpose of this informal committee to keep the religious faiths of the United States currently informed as to the factors that are taken into consideration in efforts to achieve fair and equitable distribution of this clothing to the areas where it is needed.

The Clothing, Textiles and Footwear Division is responsible for keeping Mr. West informed at all times regarding proposed use, shipment and distribution of this clothing.

Roy T. Henderson
Deputy Director General

RECEIVED

4 JAN 1945

U.N.R.R.A. (REGY.)

BUREAU OF SUPPLY
ORDER NO. 8, Sup. 10
18 December 1944

218

44


SUBJECT: Delegation of Bureau of Supply Responsibility for Non-Governmental Contributions of Other Than Personal Services

The responsibility involving offers of non-governmental contributions vested in the Bureau of Supply by Administrative Order No. 38, dated 9 December 1944, is hereby delegated to the Branch for Contributed Supplies, which shall have sole responsibility within the Bureau of Supply for this function.

All Branches and Divisions within the Bureau of Supply shall immediately transfer to the Branch for Contributed Supplies any negotiations now pending with organizations or individuals concerning contributions.

Any inquiries, whether written or oral, formal or informal, received at any time within any Branch or Division concerning contributions shall be immediately referred to the Branch for Contributed Supplies.

The Branch for Contributed Supplies shall keep other interested Branches and Divisions currently informed concerning negotiations for contributions relating to the work of those Branches and Divisions and shall look to appropriate Branches and Divisions for services or consultation in determining the acceptability of such contributions.


Deputy Director General

SUBJECT: Reserved Commodity Lists

Attached for your information are the following:

- (1) Copy of the Reserved Commodity List of the CFB, CPRB, and CRMB distributed to governments financing their own import program by the Operating Subcommittee of the Combined Liberated Areas Committee (CLAC(S)).
- (2) Copy of "Joint Memorandum of Understanding Between CPRB-CRMB and UNRRA on the Procedure for Processing UNRRA Programs."

(Although a specific memorandum with reference to the handling of the CFB Reserved Commodity List has not been prepared, substantially the same procedure outlined in the CPRB-CRMB Memorandum of Understanding will apply.)

Your attention is called to the fact that governments financing their own import programs will continue to submit copies of their proposed program of purchase to UNRRA, whether or not the items appear on the Reserved Commodity Lists. The "non-reserved" items are still of interest to UNRRA, since the purchase of substantial quantities of such items by one country may place them in short supply and interfere with the purchasing plans of UNRRA and the other governments financing their own program. Commodity Divisions evaluating purchase requests are asked to keep in mind the possibility of such conflicts.

Future allocation requests filed by UNRRA will take cognizance of the Reserved Commodity Lists. As heretofore, UNRRA will prepare a single document for submission to the Combined Boards and to the appropriate national allocation authorities. However, within the document there will be indicated (by appropriate reference to, and separation of, reserved items) those items which are of interest to the Combined Boards. The appropriate Combined Boards will receive the entire document but will only take action on those items falling within their purview. If UNRRA wishes to realize a contribution from a given country, preference should be expressed for a Combined Board allocation from that country.

With respect to items which do not appear in Reserved Commodity Lists, it will be necessary for UNRRA to indicate quantities desired from various supply sources. Copies of the requirements-allocations document will be sent to the appropriate national supply authorities (Canadian Mutual Aid Board, S.L.A.O., London, etc.) in those cases where "non-reserved" items are requested from specific countries.

These lists will be amended by the Combined Boards if the pressure of requirements or changes in the supply situation so warrant. These lists have been developed in consultation with UNRRA and can be modified at the request of UNRRA should it prove necessary.

Ray F. Fenderson
Deputy Director General

Attachments

"JOINT MEMORANDUM OF UNDERSTANDING
BETWEEN CPRB-CRMB AND UNRRA
ON THE PROCEDURES FOR PROCESSING UNRRA PROGRAMS"

The CPRB and the CRMB, with the concurrence of the national agencies concerned, will each prepare and revise a list of items in short supply which require combined determination of sources of supply. (There may be items which, for shipping reasons, may require to be added to these lists.) UNRRA will be invited to comment on these lists prior to their final approval. These lists, when consolidated, will be designated as the "Reserved Commodity List" and will be transmitted to UNRRA. For their guidance this list will also be transmitted to the governments submitting requests for allocation directly to the Combined Boards.

A. Programs for Items Appearing on the Reserved Commodity List.

1. UNRRA will submit to the Combined Boards, programs for items on the Reserved Commodity List, giving dates when requirements will be needed, geographic area covered and justification of the amounts requested, whenever possible.
2. The Boards, in accordance with current procedures, will arrive at a recommendation as to quantities and sources of supply, taking into account as far as possible any preferences as to source expressed by UNRRA.
3. After sources of supply have been determined, UNRRA will initiate procurement with the appropriate national agencies.
4. All Combined Board recommendations as to sources of supply of any commodity are made with the implicit condition that quantity and composition adjustments may periodically be recommended by the Boards as circumstances warrant.
5. The paying governments, in submitting programs for items on the Reserved Commodity List directly to the Combined Boards, shall simultaneously submit copies of those programs to UNRRA. UNRRA shall, within ten days, file its comments with the Combined Boards.

B. Programs for Items Not Appearing on the Reserved Commodity List.

1. UNRRA will itself determine the sources of supply desired and will initiate procurement directly with the supplying country, simultaneously informing the appropriate Combined Board of its action.
2. Where UNRRA is unable for supply reasons to fulfill such programs by direct action, it may request Combined Board consideration of the item concerned.

COMBINED LIBERATED AREAS COMMITTEE
OPERATING SUBCOMMITTEE

CLAC(S) 8
November 13, 1944

CONFIDENTIAL

MEMORANDUM ON PROCEDURE FOR THE HANDLING OF CIVILIAN
SUPPLY REQUIREMENTS

1. Representatives of the United States, the United Kingdom and the Canadian Governments have recently concluded a review of the procedure for the handling of programs of the civilian supply requirements of liberated European countries other than those requirements provided by the military during the military period. This review has resulted in agreement between the three Governments on the following procedure.

2. The Combined Production and Resources Board, the Combined Raw Materials Board, and the Combined Food Board have prepared a list of items in short supply which require that availability and sources of supply should be determined through agency of the Combined Boards. This list, which has been designated the "Reserved Commodity List", is set out in the enclosure to this memorandum. Any amendments which the Boards may from time to time make will, of course, be promptly notified to you. As regards items appearing on this list, it is requested that the Governments concerned should continue to submit their programs for such items to the appropriate Combined Board, with copies to UNRRA, the Foreign Economic Administration, the Supplies for Liberated Areas (Official) Committee (London), and to the Department of Trade and Commerce (Ottawa). The Combined Boards will then consider these programs and arrive at recommendations as to the quantities available

CONFIDENTIAL

and the sources of supply. During this process, the Boards will, of course, give consideration to any preferences as to sources which may ~~be suggested~~ by the Governments.

3. As soon as agreement has been reached on sources of supply, the government concerned should initiate procurement with the appropriate national agencies of the United States, the United Kingdom and Canada, or elsewhere.

4. As regards items which do not appear on the Reserved Commodity List, it is requested that the government concerned should supply the Combined Boards and UNRRA with copies of any programs or requirements at the same time as it itself determines the sources of supply which it prefers and initiates procurement directly with the supplying country.

5. Where the Governments are, for supply reasons, unable to fulfill their programs for non-reserved commodities by direct action, the Combined Boards will, upon the request of the government concerned, lend whatever assistance they can on items in respect of which difficulties are encountered.

6. You will appreciate that shipping consideration may, in some cases, affect the freedom of choice of supply of items which are not on the Reserved Commodity List and we have no doubt that the European Governments will bear in mind the importance of fully coordinating their procurement action with the shipping authorities.

CONFIDENTIAL

A

-3-

7. The executive Officers of the Combined Boards will discuss with the supply representatives in Washington of the governments concerned matters of supply as they affect the responsibility of each board and questions arising out of the composition of the Reserved Commodity List.

CONFIDENTIAL

RESERVED COMMODITY LIST

of items in short supply requiring Combined Board determination of sources of supply.

November 13, 1944

COMBINED FOOD BOARD RESERVED COMMODITY LIST

November 9, 1944

1. Wheat and Flour
2. Animal and Vegetable Proteins
3. Rice
4. Fats and Oils (including oil seeds)
5. Sugar (including molasses and syrups)
6. Dairy Products
7. Meat and Meat Products
8. Canned and salted fish
9. Vitamins (except cod liver oil)
10. Cod liver oil
11. Dried Fruit
12. Citric Acid and tartaric acid (including tartrates)
13. Essential Oils
14. Tea
15. Cocoa (including beans and preparations)
16. Spices (i.e. cinnamon, nutmeg, mace)
17. Fertilizers
 - a. Nitrogenous
 - b. Phosphatic (including rock)
 - c. Potassic
18. Food Grains and meals
19. Pulses
20. Eggs
21. Coffee
22. Other Spices (i.e. ginger and pepper)
23. Tobacco
24. Soap
25. Edible Nuts
26. Seed (field and vegetable)

COMBINED PRODUCTION AND RESOURCES BOARD
RESERVED COMMODITY LIST

November 9, 1944

1. Public Utilities Equipment:
 - a. Power Equipment
 - b. Manufactured Gas Equipment
 - c. Water Supply and Sewage Equipment
 - d. Communications Equipment
 - e. Point-to-Point Radio Equipment
 - f. Spare Parts for the above equipment

2. Transportation Equipment:

- a. Locomotives
Rolling Stock
- b. Trucks
Replacement Parts including Batteries
- c. Tires and Tubes

3. Agricultural Machinery and Equipment (excluding hand tools):

4. Medical Supplies:

- a. Drugs:
Cinchona Bark and Derivatives
Ipecac and Derivatives
Penicillin
Narcotics
- b. Dental Equipment:
Dental Burrs
Dental Angle Hand Pieces
- c. Laboratory Equipment:
Analytical balances (sensitivity 1/20 mg. or more sensitive)
Centrifuges (having a value of more than \$80.00)
Microscopes, medical
Vacuum pumps (1 micron or higher vacuum)
X-Ray Film
- d. D.D.T.

5. Leather Products:

- a. Footwear
- b. Other leather products
- c. Non-leather Material for the production and repair of footwear.

Note: Hides, skins and leather included on the CRMB list.

6. Coal and Coke

7. Coal Mining Machinery (Underground):

- a. Cutting machines - Shortwall and Longwall
- b. Cutting machines - Universal and Arcwall

c. Loaders	-	Crawler
d. Loaders	-	Track
e. Conveyors	-	Chain and Elevating
f. Conveyors	-	Belt
g. Conveyors	-	Shaker
h. Mine Locomotives	-	
i. Cars	-	Mine
j. Cars	-	Shuttle
k. Drills	-	Electric
l. Mine Crawler Trucks	-	
m. Hoists	-	Coal Mine Type
n. Repair Parts for the above	-	

8. Textiles

Yarns, and fabrics of cotton, wool and rayon, and articles made therefrom, including the following:

- a. All fabrics for clothing, household or other uses made from cotton, wool or rayon whether woven or knitted.
- b. All clothing, household textiles and other fabricated articles made of cotton, wool or rayon, whether woven or knitted.
- c. All yarns of cotton, wool or rayon.
- d. All fabricated articles from yarn of cotton, wool or rayon including fishnets and fishnet twine, sewing thread, yarn for mending and darning.
- e. Tire cord.

COMBINED RAW MATERIALS BOARD RESERVED COMMODITY LIST

November 9, 1944

Animal bristles	Lead
Asbestos (spinning grades only)	Lumber (including mining timber, railway sleepers, poles, plywood)
Bismuth	
Cadmium	Manganese
Casein	Mica
Chromite	Nickel
Copal gum	Nylon
Copper sulphate	Platinum
Cordage fibres (manila, sisal hemp, hennequen) Cordage manufactures	Pulpwood, pulp, paper, paper- board
Corundum	Pyrethrum
Cotton (long staple only)	Pyrites
Gluestock and glue bones	Rotenone
Hides, skins and leather, and tanning materials	Rubber (crude and synthetic to- gether with carbon black)
Jute and jute manufactures	Silk
Kapok	Tin
	Zinc (concentrates only)

NOTES

- (a) Except in the case of manganese and chromite or as otherwise stated the metals listed should be read to include the metals themselves and their ores and concentrates, but not their semi-manufactures.

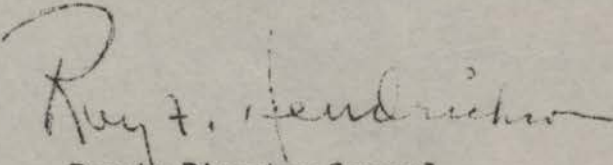
- (b) In the case of mica and bristles it is not the intention of the Board to determine sources of supply in respect of certain types which are in surplus supply. It will be necessary, however, for the Board to examine requirements before this decision can be arrived at in each case, and requirements of mica and bristles should be presented in terms of types, grades and sizes.

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

45
BUREAU OF SUPPLY
ORDER NO. 9
14 April 1944

It has been determined as a matter of policy that UNRRA will allow the use of taxicabs at Administration expense in justified cases. The Chiefs of major sub-divisions of UNRRA have been authorized to approve the use of taxicabs by persons on their staffs. This memorandum constitutes authority for the Chief of any Division or Branch of the Bureau of Supply to use taxicabs as necessary, and to authorize the use of taxicabs by other persons who work with him.

In order to obtain reimbursement for such expense, the individual who incurred the charge should submit to the Administrative Officer of the Bureau of Supply not later than the 25th of each month a statement showing the dates, trips taken, the reason for each trip, and the amount of the charge. There will be no allowance for tips. If approved, this voucher will be submitted to the Finance Division and the amount of the voucher will be paid by the Finance Division to the individual who submitted it.


Deputy Director General

SUBJECT: Procedural Instructions for the Preparation and
Handling of Correspondence

1. A. Until further notice, all correspondence addressed to members of Congress should be prepared for the signature of Governor Lehman, unless otherwise indicated on routing slip.
 - B. All correspondence concerning policy matters addressed to representatives of governments should be prepared for Governor Lehman's signature unless otherwise indicated.
 - C. All other correspondence involving policy questions on requirements, allocations, supply, and agricultural rehabilitation matters should be prepared for my signature.
 - D. All correspondence directed to Combined Boards and members of the Supply Committee should be prepared for my signature.
 - E. Other correspondence should be prepared for the signature of the Chief of the appropriate Branch or Division, or at the discretion of the chief, for the signature of the appropriate person within the Branch or Division. The office of the appropriate chief shall record and follow up on all mail referred to that Branch or Division for reply, and shall be the focal point for information on the status of such mail.
- II. Letters and telegrams sent to my office for signature or initialing should be accompanied by significant background and pertinent previous correspondence, and must carry the initials of the Chief of the Division or Branch in which they are prepared; they shall be routed for clearance with staff branches as necessary, and through Mr. Weintraub's office. Occasionally it may be found desirable to attach to such letters or telegrams a brief note explaining the circumstances. All notes of comment should be left attached to file until letter is ready for dispatch.
- III. All incoming mail for the Bureau of Supply will be received by the Communications Officer of the Bureau of Supply, Miss Gladys Helmers in Room 817, who will (a) send incoming mail for reply over my signature (or other signature at a policy level) to this office for routing and follow-up, and (b) route other mail to the appropriate staff member for reply, and follow up to see that reply is made. The reply should be prepared within three days. When the nature of the letter is such that a reply cannot be prepared within this period, acknowledgment should be made within three days stating when the full reply may be expected. All outgoing mail for the Bureau of Supply is to go through the Communications Officer for 'vise' as to form and for final dispatch.
- IV. All communications should be prepared in the form prescribed by the UNRRA correspondence manual, which is to be issued in the near future. In addition to the number of copies specified in this manual, the Division

or Branch Chief is responsible for seeing that any extra copy is made of such communications as would be of interest to the London Office. In these instances, copies of relevant incoming correspondence should also be attached. Copies intended for the London Office should be so marked, and inserted beneath the yellow copy of the outgoing correspondence. This special set will be detached by the Communications Officer, and will be used in assembling the weekly file to be sent to the London Office.

W. J. F. Smith
Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO. 10, Sup.1
8 May 1944

SUBJECT: Procedural Instructions for the Preparation of Mimeographed Material

It is often desirable to include copies of mimeographed material in the weekly file which is sent to the London Office, but because of the weight of mimeographed paper, there is some difficulty in securing the necessary air transportation.

It is possible to have material mimeographed on thin paper. Accordingly, when material is being duplicated which may be sent to London or to Cairo, a note should be attached to the stencil when it is sent to the Mimeograph Room, asking that two thin copies be prepared in addition to the regular copies. These two thin copies should be sent to Mr. R. K. Gaumnitz as soon as they are received, so that he may include them with other material to be sent to London and Cairo.

Ray F. Henderson

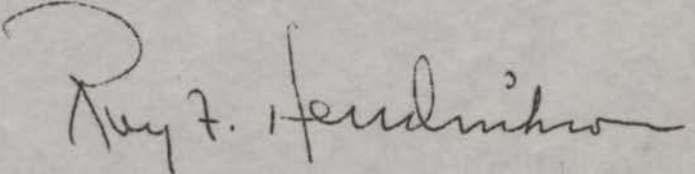
Deputy Director General

SUBJECT: Procedural Instructions for the Preparation and Handling of
Correspondence

It is important that persons outside of UNRRA with whom we deal be given a single point of contact with each Division and Branch of the Bureau of Supply, and that outgoing communications be consistent with respect to policy, etc. Consequently, communications addressed to someone outside of the Administration and signed within the Branch or Division of the Bureau of Supply in which they originate should be signed by the Chief of that Branch or Division. Of course letters of concern to another office should be cleared with that office and a copy supplied.

It is also important that as much as possible of the mail be handled without reference to the Office of the Deputy Director General. There are, however, certain types of communications which must be prepared for the signature of the Deputy Director General or the Acting Deputy Director General. These include:

- (a) Communications addressed to representatives of member governments, except communications directed to supplying nations concerning the details of procurement arrangements;
- (b) Communications addressed to Combined Boards and committees of Combined Boards, except communications supplying detailed data requested by the Board;
- (c) Communications addressed to a Regional Office or a Mission of UNRRA;
- (d) Communications finally committing UNRRA to the procurement of relief and rehabilitation supplies or committing UNRRA funds for this purpose;
- (e) Communications addressed to representatives of the Combined Military.


Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

47
BUREAU OF SUPPLY
ORDER NO. 11
5 May 1944

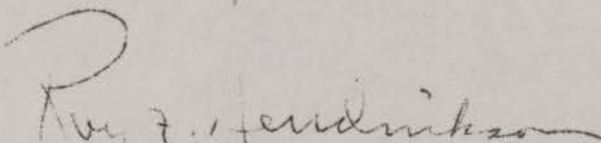
SUBJECT: Preparation of Correspondence on Proposals by Member Governments
for Procurement in Advance of Liberation (Procedural Instructions)

Bureau of Supply Bulletin No. 10 describes the Administration's procedures with respect to proposals for advance procurement by member governments. The attached letter to Sir Frederick Leith-Ross contains further materials on these procedures, and it is urged that all staff members of the Bureau familiarize themselves with them.

Upon receipt of a proposal for advance procurement from a member government, the following communications should be prepared for my signature:

- (a) Reply to the member government;
- (b) Letter to the appropriate Combined Board;
- (c) Letter to the Combined Civil Affairs Committee
(which is a committee of the Combined Chiefs of Staff).

In drafting these communications, the form of the letters attached should serve as a guide.


Deputy Director General

Attachments

Dupont Circle Building
Dupont Circle
Washington, D. C.
March 27, 1944

Sir Frederick Leith-Ross
1-11 Hay Hill
Berkeley Square
London, W.1

Dear Sir Frederick:

This is to acknowledge your letter to Director General Lehman dated March 1 and to inform you of the action taken on the Norwegian request (enclosure 1) with reference to Argentinian wheat and rye.

The answer to the Norwegians (enclosure 2) was based upon the general principles laid down in Part 6 of the Minutes of the Seventh Meeting of the Committee on Supplies, copies of which were airmailed to you on March 21, 1944.

We are also enclosing a copy (enclosure 3) of a letter from the French Committee of National Liberation informing us of the intention to purchase canned tuna fish and tobacco. Our answer (enclosure 4) is similar to that given the Norwegians. Copies of these letters were transmitted to the Combined Food Board and the Combined Civil Affairs Committee under cover of the letters included herein as enclosures 5 and 6.

The following questions of policy and procedure are involved in these matters:

- 1) The manner in which the requests by individual governments for allocations fit into the pattern of overall allocation requests submitted by UNRRA.

As a first step toward fulfilling UNRRA's responsibility to obtain for liberated areas as a whole a fair share of total allocable supplies, UNRRA asked the Combined Food Board on February 26 for an allocation of almost six million metric tons of foodstuffs for the first two quarters of 1945. To the extent that the purchases of the French, Norwegians, and others are intended for civilian relief during the period of civilian responsibility, their requests for allocations would fall within the total allocations granted to

liberated areas pursuant to UNRRA's request. It does not matter who has title to commodities so long as UNRRA can ask one country to surrender them to meet more urgent needs in other countries. UNRRA, however, must be responsible for keeping a record of these purchases (and all previous purchases) in order to guarantee that there will be an equitable distribution of supplies allocated to liberated areas as a whole and among the individual liberated countries.

- 2) The understandings the individual countries have with the military regarding the importation of supplies purchased by the national governments during the period of military responsibility.

In order to get a clear picture of Norwegian plans, we talked with Mr. Irgens of the Norwegian Embassy. Mr. Irgens informed us that he anticipated a very short period of military responsibility in Norway. Consequently the Norwegians wished to be ready to ship foodstuffs to Norway shortly after the liberation. In the discussion with Mr. Irgens we did not go into the matter of where or how the Norwegians would obtain shipping facilities from the Argentine to Norway. Since the UNRRA request for allocation is based on the assumption of an initial six-month military period, any lifting that the Norwegians do prior to the expiration of the six months should logically be chargeable against the allocation granted to the Army.

- 3) Maximum quantities to be purchased in advance.

Your letter of March 1, 1944 makes reference to the relation of the total of requests which the Norwegians have asked to have authorized and the quantities which the Subcommittee on Nutrition and the Minimum Import Programme estimated as necessary to cover Norwegian requirements. As you have noted, the total amount that the Norwegians would like to purchase would be slightly in excess of the figures for the first six-month civilian period as estimated in the Minimum Import Programme. Since the quantities that the Norwegians are purchasing will be made with the explicit understanding that the Director General may at a later date request the government owning supplies to make them available to other users whose needs may be more urgent, I do not believe any major problem is involved in the fact that the Norwegians will have title to a slightly higher quantity of wheat than it was estimated they might use in a six-month period. However, it will be well for us to remember in future

Sir Frederick Leith-Ross

Page 3

cases involving items in extremely short supply that section 6 of the minutes of the Committee on Supplies, paragraph 4(c)(ii), (Statement on "Policy and Procedure for Advance Procurement"), makes reference to the limitation of advance purchases to supplies sufficient for a six-month period.

Sincerely yours,

/S/ Roy F. Hendrickson

Roy F. Hendrickson
Deputy Director General

Attachments:

- 1-Copy of memorandum from the Norwegian Government
- 2-Copy of letter from UNRRA to the Norwegian Government
- 3-Copy of letter from the French Committee of National Liberation
- 4-Copy of letter from UNRRA to the French Committee of National Liberation
- 5-Copy of letter from UNRRA to the Combined Food Board
- 6-Copy of letter from UNRRA to Lt. Col. J. Megaw

Bonnell:dl
27 mar 44
30387

NORWEGIAN EMBASSY
Washington, D. C.

Memorandum

According to the recommendations of the Inter-Allied Committee on Postwar Requirements in its report to Allied Governments of June, 1943, the following quantities of grain (wheat and rye) and flour should be made available for Norway in the first 6 months period after the liberation:

Wheat and rye - 217,250 tons

Flour - 20,000 tons

The Norwegian Government up to this moment has purchased 109,000 tons grain in Canada and now desire to purchase in Argentina 80,000 tons of rye and 20,000 tons of wheat. It will be seen that such purchases, in addition to the grain already purchased in Canada, is less than the minimum requirements recommended by the Inter-Allied Committee on Postwar Requirements.

The Norwegian Government would be thankful if the matter could be placed before the Combined Food Board with the recommendation of the United Nations Relief and Rehabilitation Administration. It is pointed out in this connection that in order to have the food stuffs in question shipped to Norway immediately after the liberation it is of great importance to have the merchandise ready for transportation at the moment when part or all of the territory of Norway is liberated.

Washington, D.C., February 24, 1944.

FI:EI

Dupont Circle Building
Dupont Circle
Washington, D. C.
March 18, 1944

My dear Mr. Ambassador:

This is to acknowledge receipt of the memorandum which you left with the Director General on February 24, 1944, in which you ask that he bring before the Combined Food Board your request to purchase in Argentina 80,000 tons of rye and 20,000 tons of wheat.

We have delayed answering your memorandum pending final clearance of procedure on these matters by the Supply Committee at its seventh meeting on March 9. These are outlined in the minutes of the meeting, a copy of which is enclosed.

On February 26, UNRRA requested the Combined Food Board to make an allocation of 3,178,000 metric tons of bread grains to be available either to UNRRA or other appropriate agencies for import into liberated areas during the period January 1 - June 30, 1945. We shall be glad to support your request before the Combined Food Board, with the understanding that should a more urgent need arise elsewhere in a liberated area prior to the actual delivery to Norway of the rye and wheat in question, we may request you to make part or all of your supply available to cover that need.

With respect to your proposed purchase, we are assuming that if it is intended for delivery into Norway during the period of Allied military control, no duplication of allocations covering the military period will be involved.

We are forwarding copies of this letter both to the Combined Food Board and to the Combined Civil Affairs Committee.

Sincerely yours,

Roy F. Hendrickson
Deputy Director General

Attachment:
1 - Minutes of the Seventh
Meeting of Supply Committee

His Excellency
Wilhelm Munthe de Morgenstierne
Ambassador of Norway

REPUBLIQUE FRANÇAISE
COMITE FRANÇAIS DE LA LIBERATION NATIONALE

French Supply Council

1763 R Street, N. W.
Washington 9, D.C.
Telephone: DEcatur 7935

February 29, 1944

Governor Herbert Lehman
Director General UNRRA
1734 New York Avenue, N.W.
Washington, D. C.

My dear Director General:

The French Committee of National Liberation have requested me to inform you that they intend to make the following purchases for relief purposes in metropolitan France:

- 1). 2,000 tons of canned tuna fish imported from Spain
- 2). 2,000 tons of tobacco, 1,400 tons of which of an average grade and 600 tons of A Grade, from Turkey, for the French Monopoly.

Sincerely yours,

/S/ Jean Monnet

No. 27105

Dupont Circle Building
Dupont Circle
Washington, D. C.
March 18, 1944

Mr. Jean Monnet
French Committee of National Liberation
1763 R Street, N.W.
Washington 9, D. C.

My dear Mr. Monnet:

This is to acknowledge receipt of your letter addressed to Director General Lehman on February 29, 1944, informing him of the intention of the French Committee of National Liberation to make the following purchases for relief purposes in metropolitan France:

1. 2,000 tons of canned tuna fish to be imported from Spain
2. 2,000 tons of tobacco, 1,400 of average grade, and 600 tons of A Grade to be imported from Turkey for the French Monopoly

This answer to you has been delayed pending the final clearance of procedure in these matters by the Supply Committee at its seventh meeting on March 9.

On February 26, 1944, UNRRA requested the Combined Food Board to make an allocation of 864,000 metric tons of animal proteins to be available either to UNRRA or to other appropriate agencies for relief in liberated areas during the period January 1 - June 30, 1945. Tuna fish is under allocation by the Combined Food Board and, as an animal protein suitable for relief purposes, would be included in the above request.

When your proposed purchase of 2,000 tons of canned tuna fish comes before the Combined Food Board, we shall not object to it. We should be glad to support your request actively should you request us to do so, with the understanding that, should a more urgent need arise in another liberated area prior to the actual delivery of tuna fish in question to metropolitan France, we may request you to make part or all of your supply available to cover that need.

With respect to your proposed purchase of 2,000 tons of tobacco, we have no objection to your proceeding with this matter, but wish to inform you of our understanding that the Combined Food Board regards

Mr. Jean Monnet

- 2 -

March 18, 1944

tobacco as being under review with respect to the possible need for the institution of controls over the movement of tobacco.

We are forwarding copies of this letter both to the Combined Food Board and to the Combined Civil Affairs Committee.

Sincerely yours,

Roy F. Hendrickson
Deputy Director General

Dupont Circle Building
Dupont Circle
Washington, D. C.
March 24, 1944

Combined Food Board
Department of Agriculture
14th Street and Independence Avenue, S.W.
Washington, D. C.

Gentlemen:

We are enclosing herewith for your information a copy of a letter received on February 29 from the French Committee of National Liberation and a copy of a memorandum left at the Director General's office on February 24 by the Norwegian Government.

The letter from the French Committee of National Liberation informs UNRRA of the intention to purchase for relief purposes in metropolitan France the following items:

- 1) 2,000 tons of canned tuna fish from Spain
- 2) 2,000 tons of tobacco, 1,400 tons of average grade and 600 tons of A Grade from Turkey for the French Monopoly

The memorandum from the Norwegian Government asks that the Director General bring before the Combined Food Board a proposal that the Norwegian Government be allowed to purchase in the Argentine 80,000 metric tons of rye and 20,000 metric tons of wheat.

We are also enclosing copies of the answers which we have addressed to both the French Committee of National Liberation and the Norwegian Government on March 18, and a copy of the minutes of the seventh meeting of the Supply Committee under Item 6 of which appears a definition of "Policies and Procedures for Individual Proposals of Procurement in Advance of Liberation by Governments of Countries Occupied by the Enemy."

Sincerely yours,

/S/ Roy F. Hendrickson

Roy F. Hendrickson
Deputy Director General

Attachments:

- 1-Copy of letter from French Committee of National Liberation
- 2-Copy of memorandum from the Norwegian Government
- 3-Letter to French Committee from UNRRA
- 4-Letter to Norwegian Government from UNRRA
- 5-Minutes of seventh meeting of Supply Committee

Dupont Circle Building
Dupont Circle
Washington, D. C.
March 24, 1944

Lt. Col. J. Megaw
British Joint Staff Mission
Room 305, Public Health Building
19th and Constitution
Washington, D.C.

Dear Colonel Megaw:

On February 29, 1944 we received a letter from the French Committee of National Liberation and on February 24, 1944 a memorandum from the Norwegian Government regarding plans to make advance purchases to meet post-liberation requirements.

The letter from the French Committee of National Liberation informed UNRR. of the intention to purchase for relief purposes in metropolitan France the following items:

- 1) 2,000 tons of canned tuna fish from Spain
- 2) 2,000 tons of tobacco, 1,400 tons of average grade and 600 tons of A. Grade from Turkey for the French Monopoly

The memorandum from the Norwegian Government asks that the Director General bring before the Combined Food Board a proposal that the Norwegian Government be allowed to purchase in the Argentine 80,000 metric tons of rye and 20,000 metric tons of wheat.

We are enclosing copies of the answers which we have addressed to both the French Committee of National Liberation and the Norwegian Government on March 18.

For your information we are also enclosing a copy of the minutes of the seventh meeting of the Supply Committee under Item 6 of which appears a definition of "Policies and Procedures for Individual Proposals of Procurement in Advance of Liberation by Governments of Countries Occupied by the Enemy."

Sincerely yours,
/S/ Roy F. Hendrickson

Roy F. Hendrickson
Deputy Director General

Attachments:

- 1-Copy of letter from UNRR. to French Committee of National Liberation
- 2-Copy of letter from UNRR. to Norwegian Government
- 3-Minutes of seventh meeting of Supply Committee

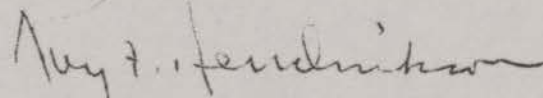
48

In obtaining supplies we will utilize standard items as fully as possible.-- "standard" in the sense that they are common items in trade use with a high degree of interchangeability between claimants, so far as procurement agencies are concerned. While it will of course be necessary to provide special specifications in certain instances, our program will benefit from the economy of standard items. We will avoid prescribing propriety items; we will avoid specifying brand names; but we will seek specifications which make it possible for a large number of vendors to make offers to the procurement agencies.

We have no objection to the use of brand names, provided that we do not pay anything additional for the brand name. It is advantageous to us to allow the manufacturer to use his name as he does in his normal business, because he takes more interest and pride in the item. Moreover, the use of a manufacturer's name on the container will enable us to identify the original vendor and make a claim in the event of sub-standard quality, deterioration, poor packaging, failure to fill containers fully, and other mistakes, unintentional or intentional, which the procurement agency inspector fails to detect. Also the use by the manufacturer of existing equipment, existing packages, labels, etc., plus some small advertising advantage to the vendor should be reflected to us in a somewhat lower price.

We do not ask vendors to put their brands or marks on items which they do not normally mark in that manner (for instance, certain bulk items). We do not call for the substitution of an "UNRRA Brand" for any existing brand. This does not, however, prevent the use of special labels or other designations on supplies and equipment belonging to or furnished by the Administration.

This policy is applicable to all of our procurement, and any exceptions for any reason which experience or special situations dictate will be covered by amendments to this order.


Deputy Director General

RECEIVED

20 DEC 1944

U.N.R.R.A. (REGY.)

BUREAU OF SUPPLY
ORDER NO. 12, Sup. 1
28 November 1944

48 87

SUBJECT: Policy on Labeling of UNRRA Goods

In order to secure uniformity in labeling practices with respect to UNRRA goods shipped to liberated areas, the policy set forth below is hereby adopted:

1. Marking on Export Containers

All export containers must be marked to show the UNRRA Brand as follows:

UNRRA

This brand shall be applied in letters 4" to 6" high, export container permitting. Otherwise the letters shall be applied in the largest possible size.

2. Marking on the Container in which the Goods are Customarily Displayed or Sold

- (a) Labels, tapes, or other markings indicating the country of origin may be shown on the article or on the container in which the goods are customarily displayed or sold.
- (b) Manufacturer's name, trademark, or brand may appear on the article or on the container in which the goods are customarily displayed or sold.
- (c) In the case of contributed supplies only, a label may also appear on the article reading as follows: "Contributed to UNRRA by (name of Contributor)."

W. J. Fenderson

Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

49
BUREAU OF SUPPLY
ORDER NO. 13
27 June 1944

SUBJECT: Procedure for Requesting Procurement of Supplies

There is hereby adopted a form for use by the Bureau of Supply in requesting supplying nations to furnish supplies to UNRRA and a procedure for the use of the form. A sample copy of the form and an explanation for its use are attached.

As arrangements for the handling of requests and for procurement are developed from time to time with the supplying Governments, supplements to this order will be issued, covering the procedures to be followed.

Roy F. Hendrickson

Deputy Director General

Attachments

UNb.128

3 July 1944

INSTRUCTIONS FOR PREPARATION OF REQUESTS
TO MEMBER GOVERNMENTS FOR SUPPLIES

DEFINITION OF TERMS

Request to Supply -- This form is to be used as the formal request for obtaining relief and rehabilitation supplies through agencies of UNRRA's member governments.

Form S-3 Action Copy -- The duplicated copy of the working draft (Form S-3a) that will be transmitted to the appropriate agencies of the supplying countries.

Form S-3a Working Draft -- The form to be prepared by the originating division as a draft of the request from which the Request Control Desk will obtain the information for the preparation of the Action Copy (Form S-3). Forms S-3b and S-3c will be used in conjunction with the working drafts and action copies. Corrections will be made on the working drafts before duplication. Two copies should be prepared by the originating division, in addition to any copies the originating division may wish to retain in its own files.

Form S-3b Request to Supply--Continuation Sheet-- In conjunction with Forms S-3 and S-3a, this form is to be used for information that cannot be included in the appropriate space provided on Forms S-3 and S-3a.

Form S-3c Amendment Request to Supply-- To be used to amend or cancel quantities, values or specifications appearing on Forms S-3 and S-3b.

PREPARATION OF REQUEST

Each request should be limited to a specific commodity with one code number as determined from the commodity classification list prepared by the Statistical Records and Reports Branch and to a single estimated price per unit. A size range for a single commodity may be included on the same request only when there are no differences in the estimated unit price. In instances where an item consists of several distinct components which are to be procured separately, separate requests should be prepared for each item. However, where the request is for pre-assembled units which are to be packed and shipped as interchangeable units and the originating division will not require reports on the status of procurement of the component parts, a special code number will be assigned by the Statistical Records and Reports Branch upon request and a single Request to Supply may be prepared.

Examples: Hospital units may consist of a hundred or more distinct components which are procured separately. If the originating division desires to specify the price at which each of the components is to be procured and will desire reports on such procurement, an individual request should be prepared for each component having a different code number or a different unit price; another request should be issued for the assembling of the units. If, on the other hand, the originating division desires to request procurement of hospital unit in its entirety and will not require reports on the status of procurement of the components, it may, after clearance with the Statistical Records and Reports Branch, prepare a single request and eliminate the necessity of preparing separate requests for each component.

/INSTRUCTIONS

INSTRUCTIONS FOR PREPARATION OF WORKING DRAFT - FORM S-3a

With the exceptions stated in the next paragraph, every space on the working draft shall be entered by the originating division. If an item does not apply, enter "Not applicable"; if the appropriate entry is "none", enter "None"; if the required information is not available, enter "To be furnished later". The originating division shall be responsible for transmitting two copies of the working draft to the Request Control Desk.

The exceptions noted above are:

Account No.	}	To be entered by Bureau of Finance and Administration
Conversion Rate		
Cost of Request (U.S. Dollars)		
b. UNRRA Req. No.	}	To be entered by Request Control Desk
c. Date		
(1) UNRRA Code		

Supply Budget Number -- Enter the control account number assigned by the Division of Accounts relating to purchase of supplies by each originating division.

Account Number -- This information will be entered by the Division of Accounts.

Country of Commodity Origin -- Enter the name of the country from which the commodity is to be supplied. This need not necessarily be the same as the contributing country. For example, a contributing country may be requested to furnish, as part of its contribution to UNRRA, a commodity the supply source of which is some other country. Enter in this space the country that is the source of the supply.

Point of Delivery to UNRRA -- Enter the point at which UNRRA will take title to the commodity. This will depend on the arrangement made with a particular supplying country.

Currency Unit -- Enter the currency unit of the supplying country; e.g., U.K., pound; Canada, dollar; Brazil, milreis.

Conversion Rate -- This information will be entered by the Division of Finance.

Cost of Request (U.S. Dollars) -- This figure will be entered by the Division of Finance.

Date -- The day, month, and year on which the chief of the originating division, or his authorized alternate, transmits the two copies of the working draft of the request to the Request Control Desk.

Item a. Name of Commodity -- Enter the name of the commodity which is being requested. It should not include the number of units requested.

Item b. UNRRA Request Number -- To be entered by the Request Control Desk.

Item c. Date -- To be filled in by the Request Control Desk at the time the action copy is dispatched to the contributing country.

/Item d.

Item d. Request Number of Basic Article -- Whenever applicable, this is the request number of the request for the basic commodity that is to be used in fabricating the end product covered by the current requests. The originating division should enter the number or, if the item does not apply, "Not applicable".

Item e. Allocation Date -- Fill in date on which allocation, to which the request is to be charged, was made. If the item does not apply, because no allocation is required, enter "Not applicable".

Item f. Allocated By -- Fill in name of the allocating agency making the allocation. If the item does not apply, because no allocation is required, enter "Not applicable".

Item g. Allocation Number -- Fill in the number assigned to the allocation by the allocating agency. If the item does not apply, because no allocation is required, enter "Not applicable".

Column (1) UNRRA Code -- The appropriate code number in the commodity classification will be entered by the Request Control Desk.

Column (2) Unit -- Enter the unit in which the quantity of commodity requested is expressed; e.g., "each" for girls' coats, "pair" for shoes, etc. The unit should refer to the commodity requested, not to a unit as packaged. For example, if the commodity requested consists of aspirin tablets, and the quantity requested is to be expressed in terms of hundreds of tablets, the unit should be "100", not "Bottle of 100". The full description and specifications of the commodity should be stated in item (8a), and the package and storage specifications should be stated in item (8b).

Column (3) Number of Units -- Enter the total number of units requested.

Column (4) Estimated Net Unit Weight -- Enter in pounds (avoirdupois weight) or fractions thereof the approximate net weight of each unit stated in Column (2) above. The net weight is the avoirdupois weight of the commodity exclusive of all packaging.

Column (5) Estimated Unit Price -- Enter the estimated price per unit. The price should be expressed in terms of the currency of the supplying country; e.g., U.K. "shilling", etc.

Column (6) Product of Col. 3 times Col. 5 -- Multiply the number of units (Column (3)) by the estimated unit price (Column (5)) and insert the result in this column. Like Column (5), the figure is in terms of the currency of the supplying country.

Item (7) Letter -- In addition to entering the information called for on the first three lines, the originating division should enter, in the blank space provided, whichever of the following statements is appropriate for insertion on the action copy:

- (a) It is understood that UNRRA undertakes to accept the above supplies subject to compliance with specifications and that upon delivery to UNRRA the total cost of such supplies and other agreed costs are to be considered part of the contribution of the (Name of Country) government to UNRRA.

/(b) UNRRA

- (b) UNRRA undertakes to accept the supplies requested herein subject to compliance with specifications. The total cost of such supplies and other agreed costs are to be paid for by UNRRA from funds that it has encumbered to meet such costs. After your approval of the suppliers' invoices against UNRRA for conformity with purchase arrangements, will you please forward the invoices to UNRRA for payment?

Item (8) Description and Specifications --

- (a) Commodity -- The originating division should insert the complete description and specifications, including quantity, type, size, colour, and the estimated unit price. This information should be entered in this space in full, even though some of the information is shown also elsewhere on the schedule. The specifications should also indicate the maximum unit price that will be acceptable. Each unit price should indicate the terms on which it is quoted (f.a.s. New York, f.o.b. factory, etc.) and should take into account the specifications as to package and storage stated in item (8b).
- (b) Package and Storage -- The originating division should enter in full the desired specifications regarding the packaging of the commodity and the care of the commodity during storage. Packaging instructions should indicate in detail the type of package (both inner and outer package) including a statement as to whether the outer package is for domestic or export shipment; the size and shape; the markings; and all other related details required for the efficient handling and storage of the commodity. The originating division should indicate any acceptable alternatives to the packaging instructions. Storage instructions should specify any requirements for the proper care of the commodity during storage, including the turning of stocks and cold storage arrangements. If the package and storage specifications are not available, insert "To be furnished later".

Item (9) Delivery Schedule -- Enter quantities by dates, e.g., in a request calling for 100,000 girls' overcoats, the schedule might indicate 25,000 to be delivered in August, 50,000 in September, and 25,000 in October.

Item (10) Remarks -- The originating division should furnish any necessary additional details here, e.g., the fact that provision has been made for obtaining the necessary allocation or that no allocation is necessary.

CONTINUATION SHEETS - FORM S-3b

Use this form for all information that cannot be entered in the appropriate spaces provided in S-3a. Identify items by entering in the item column on Form S-3b the corresponding number of the item on Form S-3a.

AMENDMENTS TO REQUEST TO SUPPLY - FORM S-3c

The originating division should prepare two typed copies of Form S-3c whenever it desires to amend an earlier request to supply or to amend an earlier request as amended. Amendments may consist of changes in quantities, qualities, unit prices, specifications for packaging, etc., or may indicate a cancellation of all or a designated part of an earlier request or amendment.

/Request Number

Request Number -- Enter here the number of the original request to which the current amendment applies.

Amendment Number -- Each amendment should have an identifying letter suffix indicating the order number of the amendment. For example, the first amendment to the original request UN-72 should be numbered UN-72-A; the next amendment UN-72-B, etc.

Date -- The date will be entered by the Request Control Desk.

Commodity -- The designation of the commodity as it appeared in Item a. on the original request.

Agency, Attention, Address -- Should be identical with the corresponding information in Item (7) of the original request.

The information appearing in the body of Form S-3c should be headed by a caption indicating whether the amendment is a "substitution" or "addition" or "cancellation." In amending Forms S-3 and S-3b, reference should be made in the column of Form S-3c marked "item" to the item number of the original request. The detailed information to be changed should be quoted in full on Form S-3c, preceded by the word "delete" or "cancelled" as the case may be. The new information should then follow, preceded by the word "insert".

Example:

Substitution

Item 8 -- Delete: 50,000 boys' pants, covert
Insert: 50,000 boys' pants, denim

Addition

Item 8 -- Delete: 50,000 men's overcoats
Insert: 75,000 men's overcoats

Cancellation

Cancel Request Number UN-72 in its entirety.

/ROUTING

ROUTING OF REQUEST FORM

1. The chief of the originating division or his authorized alternate will initial two typed copies of the working draft in the space provided for approval, and will then transmit the two copies to the Request Control Desk. Each originating division is responsible for checking in full each working draft before the two copies are transmitted, and therefore is responsible for establishing the necessary procedure within the division to assure that the checking is done thoroughly and systematically. Initialing of working drafts by the chief of the originating division or his authorized alternate will signify that the drafts have been checked fully in accordance with the division's established procedure.

2. In addition to transmitting two initialed copies of the working draft, the originating division will prepare for each request a file or docket containing all information in respect of the request necessary to its prompt clearance by the appropriate divisions of UNRRA. The file or docket should include a statement of the reasons for submitting the request to the particular country, for the specified quantity, and at the particular time selected. The docket will accompany the draft of the request through the subsequent clearance, and will then be returned to the originating division for its files.

3. Upon receipt of the two copies of the draft request and the accompanying docket from the originating division, the Request Control Desk will be responsible for expediting the clearance through the appropriate divisions of UNRRA. The Request Control Desk will enter the UNRRA Request Number, the date, and the UNRRA Code, and will check the working draft for typographical errors before transmitting it for clearance.

4. The Request Control Desk will forward the two correct copies to the Procurement Coordination Branch for initialing by the Chief of the Branch or his authorized alternate. Such initialing will signify compliance with overall procurement policies and procedures and with procedures and arrangements made with the supplying country to which the request is to be sent.

5. If the Procurement Coordination Branch finds that the request presents a legal problem (such as questions of the application of a law, decree or regulation, or of administrative authority), the request shall be referred to the Office of the General Counsel which, after clearance, will initial both copies.

6. The request will then be transmitted to the Ocean Shipping Branch for initialing by the Chief of the Branch or his authorized alternate. Initialing by the Chief of the Ocean Shipping Branch will signify that the specifications for package, storage, and deliveries are in accordance with the overall policy of the Bureau. The Ocean Shipping Branch will initial both copies.

7. The request will then be forwarded to the Bureau of Finance and Administration which will encumber the appropriate budgetary allotment, enter the information specified in the procedure, and initial both copies. The Division of Accounts will retain one of the copies for its files; the second initialed copy will be returned to the Request Control Desk.

8. The action copy (Form S-3) of the request will then be duplicated by the request Control Desk. No change may be made in any particular in the action copy from the approved working draft (Form S-3a). The Request Control Desk will refer the action copy, together with the initialed working draft and accompanying docket to the Deputy Director General, Bureau of Supply, or his authorized alternate, for his signature.

/9. When the

9. When the request has been signed, the Request Control Desk will send the required number of copies to the appropriate agency. Copies will also be distributed to the following offices within UNFRA:

- a. Statistical Records and Reports Branch
- b. Procurement Coordination Branch
- c. Ocean Shipping Branch
- d. Originating Division

10. Upon receipt of the approved copies from the agency of the supplying country the Request Control Desk will transmit one copy to the Division of Accounts and one copy to the Statistical Records and Reports Branch. It will notify the originating division of the receipt of the approved copies.

11. The originating division will be responsible for expediting the requests through the appropriate agencies of supply countries after the requests have been approved.

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION
1344 CONNECTICUT AVENUE
WASHINGTON 25, D.C.
REQUEST TO SUPPLY

Page 1 of _____ Pages

A. _____
(NAME OF COMMODITY)

B. UNRRA REQ. NO. _____
C. DATE _____
D. REQ. NO. OF BASIC ARTICLE _____
E. ALLOCATION DATE _____
F. ALLOCATED BY _____
G. ALLOCATION NO. _____

UNRRA CODE	UNIT	NUMBER OF UNITS	EST. NET UNIT WGT. (LBS.)	ESTIMATED UNIT PRICE	PRODUCT OF COL. 3 TIMES COL. 5
(1)	(2)	(3)	(4)	(5)	(6)

(7)

To: (AGENCY) _____
(ATTENTION) _____
(ADDRESS) _____

Sir:

You are hereby requested to furnish
in accordance with the specifications and delivery schedule set forth
below.

It is our understanding that you will not deviate from the terms
and specifications prescribed herein unless such deviations are authorized
by an amendment hereto, signed by the signatory to this request or his
authorized alternate.

Please sign and return two copies of this form to indicate your
approval of this request.

APPROVED FOR
AGENCY CONCERNED _____
(DATE)

SIGNED: _____ SIGNED: _____

TITLE: _____ TITLE: _____

UNRRA

(8) DESCRIPTION AND SPECIFICATIONS:

A. COMMODITY

B. PACKAGE AND STORAGE

(9) DELIVERY SCHEDULE:

(10) REMARKS:

S-3/P

SUPPLY BUDGET NO.	CURRENCY UNIT
ACCOUNT NO.	CONVERSION RATE
COUNTRY OF COMMODITY ORIGIN	COST OF REQUEST (U.S.DOLLARS)
POINT OF DELIVERY TO UNRRA	DATE

WORKING DRAFT - REQUEST TO SUPPLY

APPROVED BY

DIV. _____	ACC'T.DIV. _____	B. UNRRA REQ. NO. _____
PROC.COORD.BR. _____		C. DATE _____
OCEAN SHIP. BR. _____		D. REQ. NO. OF BASIC ARTICLE _____
A. _____		E. ALLOCATING DATE _____
(NAME OF COMMODITY) _____		F. ALLOCATED BY _____
		G. ALLOCATION NO. _____

UNRRA CODE	UNIT	NUMBER OF UNITS	EST. NET UNIT WGT. (LBS.)	ESTIMATED UNIT PRICE	PRODUCT OF COL. 3 TIMES COL. 5
(1)	(2)	(3)	(4)	(5)	(6)

(7) TO: (AGENCY) _____
 (ATTENTION) _____
 (ADDRESS) _____

(INDICATE WHETHER PARAGRAPH 7 (A) OR PARAGRAPH 7 (B) IS TO
 BE INSERTED ON ACTION COPY: _____)

(8) DESCRIPTION AND SPECIFICATIONS:

A. COMMODITYB. PACKAGE AND STORAGE

(9) DELIVERY SCHEDULE

(10) REMARKS

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION

REQUEST TO SUPPLY

REQUEST NO. _____

CONTINUATION SHEET

DATE _____

ITEM ON
PAGE 1

ADDITIONAL INFORMATION

S-3B

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION
1344 CONNECTICUT AVENUE
WASHINGTON 25, D.C.

Page _____ of _____ Pages

AMENDMENT
TO
REQUEST TO SUPPLY

(REQUEST NO.) (AMENDMENT)

DATE

COMMODITY

TO: (AGENCY) _____
(ATTENTION) _____
(ADDRESS) _____

ITEM ON
REQUEST

APPROVED FOR
AGENCY CONCERNED

(DATE)

SIGNED: _____

SIGNED: _____

TITLE: _____

TITLE: _____

UNRRA

441593
S-3C

SUBJECT: Procedure for Requesting Procurement of Supplies

Pursuant to the provisions of Bureau of Supply Order No. 13, there is hereby established in the Statistical Records and Reports Branch of the Bureau of Supply a Request Control Desk, with responsibilities and authorities assigned it by the aforementioned order.

DAVID WEINTRAUB

Acting Deputy Director General

441749

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

BUREAU OF SUPPLY
ORDER NO.13, Sup.2
18 July 1944

SUBJECT: Procedure for Requesting Procurement of Supplies

The attached form (S-3d) shall be used by the originating Divisions in transmitting working drafts of "Requests to Supply" to the request control desk, together with such attachments as are required in Bureau of Supply Order No. 13.

The form provides a check list for the systematic checking of the entries on the "Requests to Supply", and will also serve as a transmittal memorandum.

DAVID WEINTRAUB

Acting Deputy Director General

Attachment

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION
 1344 CONNECTICUT AVENUE, N. W.
 WASHINGTON 25, D. C.

TO: REQUEST CONTROL DESK _____ (DATE)

FROM: _____ (DIVISION)

SUBJECT: TRANSMITTAL OF WORKING DRAFT OF REQUEST
 TO SUPPLY _____ (COMMODITY)

ATTACHED HERETO ARE TWO INITIALED COPIES OF THE WORKING DRAFT OF THE REQUEST TO SUPPLY THE ABOVE-NAMED COMMODITY. THE ENTRIES ON THE WORKING DRAFT HAVE BEEN CHECKED AS INDICATED BELOW:

	Checked by _____	Date _____		Checked by _____	Date _____
Supply Budget No.	_____	_____	(3) Number of Units	_____	_____
Country of Commodity Origin	_____	_____	(4) Estimated net unit weight	_____	_____
Point of Delivery to UNRRA	_____	_____	(5) Estimated unit price	_____	_____
Currency Unit	_____	_____	(6) Product of Col.(3) times Col.(5)	_____	_____
Date (initialed by Originating Div.)	_____	_____	(7) Agency, Attention, Address	_____	_____
A. Name of Commodity	_____	_____	Additional Para- graph on letter	_____	_____
D. Req. No. of Basic Article	_____	_____	(8) Description and Specifications	_____	_____
E., F., G., Allocation	_____	_____	A. Commodity Maximum Unit Price	_____	_____
(2) Unit	_____	_____	B. Package & Storage	_____	_____
			(9) Delivery Schedule	_____	_____
			(10) Remarks	_____	_____

 (SIGNATURE)

ATTACHMENTS:
 1. 2 copies of working draft
 2. Statement of justification of request

441750

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

49 spare 50071
BUREAU OF SUPPLY
ORDER NO. 13, Sup. 1
17 July 1944

SUBJECT: Procedure for Requesting Procurement of Supplies

Pursuant to the provisions of Bureau of Supply Order No.
13, there is hereby established in the Statistical Records
and Reports Branch of the Bureau of Supply a Request
Control Desk, with responsibilities and authorities
assigned it by the aforementioned order.

David L. Stewart

Acting Deputy Director General

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

49
BUREAU OF SUPPLY
ORDER NO.13, Sup.2
18 July 1944

SUBJECT: Procedure for Requesting Procurement of Supplies

The attached form (S-3d) shall be used by the originating Divisions in transmitting working drafts of "Requests to Supply" to the request control desk, together with such attachments as are required in Bureau of Supply Order No. 13.

The form provides a check list for the systematic checking of the entries on the "Requests to Supply", and will also serve as a transmittal memorandum.

DAVID WEINTRAUB

Acting Deputy Director General

Attachment

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION
1344 CONNECTICUT AVENUE, N. W.
WASHINGTON 25, D. C.

TO: REQUEST CONTROL DESK _____ (DATE)

FROM: _____ (DIVISION)

SUBJECT: TRANSMITTAL OF WORKING DRAFT OF REQUEST
TO SUPPLY _____ (COMMODITY)

ATTACHED HERETO ARE TWO INITIALED COPIES OF THE WORKING DRAFT OF THE REQUEST TO SUPPLY THE ABOVE-NAMED COMMODITY. THE ENTRIES ON THE WORKING DRAFT HAVE BEEN CHECKED AS INDICATED BELOW:

	Checked by	Date		Checked by	Date
Supply Budget No.	_____	_____	(3) Number of Units	_____	_____
Country of Commodity Origin	_____	_____	(4) Estimated net unit weight	_____	_____
Point of Delivery to UNRRA	_____	_____	(5) Estimated unit price	_____	_____
Currency Unit	_____	_____	(6) Product of Col.(3) times Col.(5)	_____	_____
Date (initialed by Originating Div.)	_____	_____	(7) Agency, Attention, Address	_____	_____
A. Name of Commodity	_____	_____	Additional Para- graph on letter	_____	_____
D. Req. No. of Basic Article	_____	_____	(8) Description and Specifications	_____	_____
E., F., G., Allocation	_____	_____	A. Commodity Maximum Unit Price	_____	_____
(2) Unit	_____	_____	B. Package & Storage	_____	_____
			(9) Delivery Schedule	_____	_____
			(10) Remarks	_____	_____

(SIGNATURE)

ATTACHMENTS:
1. 2 copies of working draft
2. Statement of justification of request

441750

SUBJECT: Procedure for Requesting Supplies from Canada

Introduction: UNRRA will submit its requirements estimates to the Combined Boards. (Five copies of the estimates will be sent at the same time to the Canadian Mutual Aid Board for informational purposes.) The allocation of supply responsibility to Canada by a Combined Board for a given UNRRA requirement, being based on the proposal of the Canadian Government, will be considered as a firm commitment by that Government against which UNRRA can submit requests for supplies.

The following procedure has been adopted by agreement with the Canadian Mutual Aid Board for requesting supplies from Canada:

1. UNRRA will send four copies of its "Request to Supply", Form S-3 to the Canadian Mutual Aid Board, addressed as follows:

Canadian Mutual Aid Board
Attention: Elgin E. Wasson
Assistant to the Director
UNRRA Procurement Division
375 Wellington Street
Ottawa, Canada

2. Upon receipt of the "Request to Supply", the Canadian Mutual Aid Board will take the following actions:
 - (a) Check with the Supply Division of the Wartime Prices and Trade Board for any change in the supply situation between the time the allocation was reported to UNRRA by the Combined Board and receipt of the "Request to Supply".
 - (b) Review the request for availability of funds and conformity with procurement policy.
3. Upon approval of the request, the Canadian Mutual Aid Board will sign two copies and return them to UNRRA, retain one copy for its files, and transmit one copy to the appropriate procurement agency.
4. After approval of the request by the Canadian Mutual Aid Board, the division of the Bureau of Supply which originated the request will carry on directly with the Canadian procurement agency concerned such further negotiations as to specifications, prices, delivery schedules, etc., as may be required.
5. In some instances it may be necessary, in order to expedite procurement, to make a provisional commitment for procurement before all of the detailed specifications have been developed and agreed. In these cases, the originating division will prepare three copies of the working draft (Form S-3a) to be sent to the Canadian Mutual Aid Board, together with a letter

of transmittal prepared for the signature of the Deputy Director General or his authorized alternate. The working drafts and the letter will be sent to the Request Control Desk for assignment of a request number and for clearance with the Procurement Coordination Branch. After approval by that Branch, the drafts and letter will be sent by the Request Control Desk to the Deputy Director General or his authorized alternate for signature and dispatch.

The Canadian Mutual Aid Board will follow the procedure described in paragraphs 2 and 3 above. When the Board approves the request, it will send one copy to the appropriate procurement agency, retain one copy for its files, and return one copy to UNRRA indicating the procurement agency to which the request has been referred. The Request Control Desk will return the approved copy of the working draft to the originating Division. The originating Division will then work out the detailed specifications and prices directly with the procurement agency. After the specifications and prices have been agreed, a Request to Supply will be prepared by the originating Division in accordance with the procedure established in Bureau of Supply Order No. 13. The Request Control Desk will assign the same request number to the action copy of the request as was originally assigned to the working draft sent to the Canadian Mutual Aid Board.

DAVID WINTRAUB

Acting Deputy Director General

SUBJECT: Procedure for Requesting Procurement of Supplies

The procedure for requesting procurement of supplies, established in Bureau of Supply Order No. 13, is hereby supplemented as follows:

1. To the introductory statement on "PREPARATION OF REQUEST" there is added the following provision:

Before preparing a working draft of a Request to Supply intended for submission to a supplying country, the originating division shall, whenever necessary, consult informally with the appropriate representatives of the national requisitioning, allocating, and procuring agencies of the government of that country. The purpose of the informal consultation will be to ascertain the requisite information for the preparation of the request and to agree the number of items, the nomenclature of the items, the specifications, prices, quantities, and other details proposed for inclusion in the request.

2. The following statement shall be entered on the "Request to Supply" form under Item (10) Remarks:

"Any inquiries concerning this request should be directed to (name and title of appropriate representative of originating division), Phone DE 7300, Extension ____."

Ray F. Hendrickson

Deputy Director General

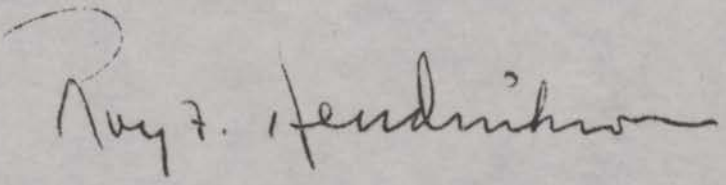
UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION

49
BUREAU OF SUPPLY
ORDER NO. 13, Sup. 5
30 September 1944

SUBJECT: Adoption of Form for Direct Purchase

There is hereby adopted a form for use by the Bureau of Supply for the direct purchase of relief and rehabilitation supplies and services when either (a) each of the items to be purchased involves the expenditure of less than \$500, or (b) direct procurement has been approved in advance by the supplying nation. There is also adopted a procedure for the use of the form. A sample copy of the form and an explanation for its use are attached.

Authority to execute and finally to approve for the Bureau of Supply direct purchase orders is hereby delegated to the Chief of the Procurement Coordination Branch of the Bureau of Supply or his alternate.


Deputy Director General

Attachments

INSTRUCTIONS FOR PREPARATION AND ROUTING OF DIRECT PURCHASE ORDER

1. When, in the judgment of the Chief of the Procurement Coordination Branch or his alternate, the use of the direct procurement procedure is necessary, the Procurement Coordination Branch shall prepare the purchase order form, basing the action on requests for procurement received from any interested organizational unit of UNRRA, properly approved by the appropriate commodity division of the Bureau of Supply. In those cases in which the prior approval of the supplying nation must be obtained, the Procurement Coordination Branch shall secure a written confirmation of the approval of the supplying nation and shall retain that confirmation in its files.
2. Prior to signature by the Chief of the Procurement Coordination Branch or his alternate, shipping instructions shall be entered on the form with the approval of the Chief of the Ocean Shipping Branch. If shipping instructions cannot be specified, the request shall carry the notation "Delivery Instructions to be Sent Later". A copy of the delivery instructions shall be sent to the Procurement Coordination Branch as soon as it is issued by the Ocean Shipping Branch.
3. After signature, one green copy of the form shall be retained by the Procurement Coordination Branch for its permanent files. To this copy shall be attached the supporting documents.
4. After budgetary clearance with the Division of Accounts, the Procurement Coordination Branch shall dispatch the white and pink copies to the vendor; one green copy to the Ocean Shipping Branch, together with the application for export license and release and a statement of justification where necessary; one green copy to the Statistical Records and Reports Branch; and shall retain the blue copy until such time as certification can be effected.
5. The vendor shall be requested to return the pink copy of the purchase order to the Procurement Coordination Branch as his invoice and attach to it two copies of the vendor's delivery receipt, and a copy of the vendor's packing list.
6. Upon receipt of the pink "Invoice" copy of the purchase order with the vendor's delivery receipt attached, the Chief of the Procurement Coordination Branch or his authorized alternate shall certify as indicated on the lower left corner of the blue copy of the purchase order and transmit the pink and blue copies with the vendor's delivery receipt attached, through the Statistical Records and Reports Branch for posting to the appropriate commodity records, to the Division of Accounts for payment of the invoice. In such transmittal there shall be attached to the blue copy of the purchase order where necessary, a statement of any exceptions to the satisfactory completion of the order. A copy of the vendor's delivery receipt and the vendor's packing list shall be delivered to the Ocean Shipping Branch.
7. The Ocean Shipping Branch shall inform the Procurement Coordination Branch, which in turn shall inform the appropriate commodity division and the originator of the request for direct purchase, when loading on vessel has been completed.

PURCHASE
ORDER NO.

DATE:

UNRRA VOUCHER No.

VENDOR'S REF. NO.

1344 CONNECTICUT AVENUE, N. W.
WASHINGTON 25, D. C.

TO

PLEASE FURNISH THE FOLLOWING ARTICLES OR SERVICES IN ACCORDANCE WITH THE TERMS LISTED BELOW:

TOTAL \$

NAME _____

TITLE

(PINK COPY)

PURCHASE ORDER

FOR RELIEF AND REHABILITATION
SUPPLIES AND SERVICES

PURCHASE
ORDER NO.

DATE: _____

UNRRA VOUCHER NO.

VENDOR'S REF. NO.

(VENDOR INDICATE HIS REFERENCE NO.
WHICH WILL APPEAR ON OUR CHECK IN
PAYMENT.)

SIGN AND RETURN THIS
COPY TO UNRRA
IT IS YOUR INVOICE



UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE, N. W.
WASHINGTON 25, D. C.

TO

PLEASE FURNISH THE FOLLOWING ARTICLES OR SERVICES IN ACCORDANCE WITH THE TERMS LISTED BELOW:

VENDOR SIGNS HERE

DO NOT USE THIS SPACE

CERTIFY THAT THIS BILL
IS CORRECT AND JUST, AND
THAT PAYMENT THEREFORE HAS
NOT BEEN RECEIVED.

AUDITED BY
APPROVED FOR
PAYMENT IN
AMOUNT OF \$

DISCOUNT TERMS:

INDOR:

CR:

CAPACITY:

AUTHORIZED APPROVING OFFICER

DATE _____

TOTAL	\$
-------	----

NAME _____

TITLE

PURCHASE

ORDER NO.

DATE:

UNRRA VOUCHER NO.

VENDOR'S REF. NO.

RECEIVING COPY

PURCHASE ORDER
FOR RELIEF AND REHABILITATION
SUPPLIES AND SERVICES

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE, N. W.
WASHINGTON 25, D. C.

TO

PLEASE FURNISH THE FOLLOWING ARTICLES OR SERVICES IN ACCORDANCE WITH THE TERMS LISTED BELOW:

ABOVE ARTICLES RECEIVED IN GOOD ORDER, OR SERVICES PERFORMED, EXCEPT AS NOTED IN THE ATTACHED STATEMENT.

TOTAL \$

NAME

DATE _____

NAME _____

TITLE

(GREEN COPY)

PURCHASE ORDER

FOR RELIEF AND REHABILITATION
SUPPLIES AND SERVICES

PURCHASE
ORDER No.

DATE:

UNRRA VOUCHER NO.

VENDOR'S REF. NO.

PROPERTY FILE COPY

UNITED NATIONS
RELIEF AND REHABILITATION ADMINISTRATION

1344 CONNECTICUT AVENUE, N. W.
WASHINGTON 25, D. C.

TO

PLEASE FURNISH THE FOLLOWING ARTICLES OR SERVICES IN ACCORDANCE WITH THE TERMS LISTED BELOW:

[illegible]

RECOMMENDED

NAME _____

TOTAL	\$
-------	----

NAME _____

TITLE

UNITED NATIONS
RELIEF AND REHABILITATION
ADMINISTRATION



A 64/2 5290
BUREAU OF SUPPLY
ORDER NO. 13, Sup. 6
19 October 1944

SUBJECT: Procedure for Requesting Procurement of Supplies

Bureau of Supply Order No. 13 is hereby amended by deleting paragraph (8)(b) of "Instructions for Preparation of the Working Draft - Form S-3a" and substituting for that paragraph the attached instructions concerning package and storage.

It will be noted that the attached instructions are of two kinds: one covering cargo of United States origin, the other covering cargo of Canadian origin.

W. J. Henderson
Deputy Director General