

McMillen G. Frederick
Jan.* -Oct.1947

Chief-Bureau of Admin.

UNRRA -

CENTRAL REGISTRY

INDEX FILES

22 June, 1948

Mr. Frederick C. McMillen
5803 - 16th Street, No.
Arlington, Virginia

Dear Mr. McMillen:

Reference is made to our invoice No. May M-31, in the amount of \$340.52, which we forwarded to you on 21 May 1948.

Our invoice represents an indebtedness to UNRRA which must be cleared at the earliest possible date. Full details as to the origin of this charge to your account were furnished you on our invoice.

It would be greatly appreciated if you would forward your remittance in settlement of this charge by return mail. Kindly enclose the pink copy of the invoice with your payment in order that proper credit to your account may be facilitated, and direct the envelope to the attention of the Banking Branch at the above address.

Very truly yours,

W. D. Stephenson, Director
Division of Accounts

J. Reinhardt:bjb



N.C.

3 March 1948

Mrs. Frederick C. McMillen
5802 No. 16th Street
Arlington, Virginia

Dear Mrs. McMillen:

We are enclosing herewith American President Lines "Passenger Immigration Questionnaire" which they require all passengers to complete before tickets are issued for passage on one of their vessels.

If you will fill in the first copy of this form and send us the pertinent information for your children, we shall be glad to have the necessary forms for all of you typed in this office.

Sincerely yours,

H. A. Blundin
Chief, Travel Branch
Division of Administrative Services

Enclosure



400 - McMillen, Frederick C. (Security)

February 6, 1948

Mrs. Frederick G. McMillen
5802 North 16th Street
Arlington, Virginia

Dear Mrs. McMillen:

Confirming our telephone conversation of yesterday, we are pleased to enclose herewith Passport Applications. Part two of the application should be filled in, since your children will be travelling with you and one passport will be issued for your family of three.

When you have completed the Passport Application you should take it to the Passport Division, State Department, Room 208, Winder Building, 17th and "F" Streets. When filing your application it will be necessary to furnish Birth Certificates for yourself and two children, as well as two passport photographs of you, and for the two children. A group photograph will be sufficient since you will travel on one passport. Passport photographs can be secured at NuArt Studio, 1018 Connecticut Avenue, N.W. and Cullen's, 1736 Pennsylvania, N.W. Merely ask for regular passport photographs, and we suggest that you get a total of twelve since you will have need for additional copies once you arrive in China.

It is also necessary that you have an identifying witness with you who has known you for at least two years.

If you will advise us the date your application is filed, we shall be glad to write the necessary sponsoring letter to the Passport Division. When the passport is issued, it will be delivered to us and we in turn will secure the Chinese visa for you. A Chinese visa application form is enclosed and we shall appreciate your completing this form and returning it to this office.

As advised yesterday, we have applied to the American President Lines for reservations on the SS "President Cleveland" which is scheduled to sail from San Francisco on April 10.

The free baggage allowance on board steamer is 350 pounds per adult, children paying half fare are entitled to one-half the adult allowance. This, therefore, will permit you to carry a total of 700 pounds of personal effects on board steamer without charge. If you travel by rail from here to San Francisco you will be allowed to check a similar free allowance of baggage on your tickets.

400-McMillen, Frederick G. (security)

Mrs. Frederick G. McMillen

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February 6, 1948

If you travel to the west coast by air the free allowance for baggage is 40 pounds per person. In this case it will be necessary for you to ship your additional baggage by Railway Express to San Francisco.

Please feel free to call upon us for any further information and assistance you desire.

Sincerely yours,

H. A. Blundin
Chief, Travel Branch
Division of Administrative Services

Enclosure

HAB:ml



Blue

25 November 1947

MEMORANDUM

To: Mr. Frederick McMillen

From: F. D. Harris

Subject: Salary Payments, Col. F. D. Harris, Position 2902.

1. With reference to my memorandum of 20 November, I have now checked what are the British Army terminal benefits applicable in my case. They are as follows:

(a) War Service Gratuity: £2.5 per month for service up to 15 August 1945. That is to say, this benefit expired before I joined UNRRA.

(b) Terminal Leave Pay: One days pay and allowances for each month served overseas. Thus, for the period 8 November 1945 to 31 August 1947 (the period reviewed in our memoranda), the total benefits accruing will be about £81 or \$325. From now on it will be at a rate of £3.14.4 for each month service (or about 1.6% of my total UNRRA salary) and this is the total of my Army terminal benefits.

2. In regard to paragraphs 1 and 3 of my memorandum of 20 November calling attention to the fact that the British Army had not included the family allowance in the Statement of my Salaries, if this allowance is to be deducted from my UNRRA salary, as appears to me to be the case, I would like to recall to your notice paragraph 1 (b) of my memorandum of 16 October asking that it be computed at £9.6 per day, which is the real allowance figure.



400 - Harris, F.D. (Security)

23 November 1947

Mr. Frederick C. McMillen
Chief, Bureau of Administration
582 Dupont Circle Building
Washington, D. C.

Dear Mr. McMillen:

You are directed to proceed, as soon as possible, to Shanghai where you will report to the Director of the China Office for participation in the negotiations with the Chinese Government concerning the establishment of the Board of Trustees, endorsed by the General Committee in a resolution adopted 17 November 1947, and in the negotiations concerning the turnover to the Board of Trustees and to the Chinese Rehabilitation Commission of certain UNRRA personnel and UNRRA residual funds.

The Director of the UNRRA China Office will arrange for you to devote your primary attention to the following aspects of the problem:

1. Establishment of a secretariat for the Board of Trustees including consideration of the functions and responsibilities of the Secretariat; its organization and composition; its relationship to the Board of Trustees and the Chinese Rehabilitation Commission; and the transfer of former UNRRA employees to its staff.
2. The terms and conditions of employment upon which persons formerly employed by UNRRA may be offered employment by the Chinese Rehabilitation Commission and by the Board of Trustees.
3. The relationship between the Board of Trustees, the Chinese Rehabilitation Commission, and the Food and Agriculture Organization in connection with the direction and operation of the long term agricultural rehabilitation projects.
4. Retention for further employment in connection with any long term rehabilitation projects undertaken by the Chinese Rehabilitation Commission of those former UNRRA employees who may be needed for such projects.

How McMillen, F.C. - Lee

As you know, I have nominated you to occupy the position of senior non-Chinese member of the Secretariat to the Board of Trustees. You will have decided whether you are actually going to undertake the responsibilities of this position by the time the negotiations mentioned earlier in this directive have been completed. It is understood that you will be declared permanent either upon your acceptance of the position with the Board of Trustees or upon your return to the United States without having accepted such a position.

Sincerely yours,

Lowell S. Brooks
Director General

23 November 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: H. G. Buller

In accordance with your request, the attached material on the China Agrehab program has been assembled for your use in connection with post-UNRRA operating plans.

This material consists of the following exhibits:

- A. Status of Procurement by commodity groups, as of 26 November 1947.
- B. Unshipped Balances, as of 26 November 1947.
- C. Farm machinery program items.
- D. Fisheries program commentary by S.A. Lischinsky.
- E. Farm Tool Shops program history.
- F. Flooded Areas rehabilitation report.
- G. General report by E.R. Henson.
- H. Summary statement by E.R. Henson.
- I. Additional Farm Machinery procurement needs by Millard Peck.
- J. Estimated Import requirements for 1948.

The material was selected from the standpoint of the minimum readily available that would provide you with background data on the scope and objectives of the China agricultural rehabilitation program. Success of post-UNRRA project operations will depend on the extent to which planning aims at and implementation achieves these objectives.

Exhibit A shows the distribution of the \$72.3 million spent for Agrehab supplies, by major commodity groups. Those groups primarily related to post-UNRRA operating projects (Fishing, Farm Tool Shops, Farm Machinery, Drainage and Irrigation - for flood area rehabilitation - and AIS) total approximately \$44 million.

China - 782 - (AR)

Unshipped balances as of 26 November amounted to \$2.4 million, most of which represents ice-making plants for fisheries ex Australia, with delivery dates running into March 1948. Unshipped balances from the Western Hemisphere total \$500,000, about one-third of which represents U.S. direct purchases of Ag. Training supplies which have already been certified for shipment, and two-thirds represents rehabilitation equipment ex Canada for fertilizer plants of the Chinese National Resources Commission. About half of this equipment (\$160,000) will not be available for shipment until January 1948.

No statistical data on procurement and shipping, except Exhibits A, B, and C, have been included because complete detail, including copies of requisitions and contracts, has been furnished China and should be available through Mr. W. J. Green. We are now in process of bringing up to date an itemized SS-51 report for China and have already sent several sections to Shanghai. The remaining sections of the report should be completed early in December. Exhibit C indicates the general content of the report in the case of farm machinery.

Exhibit D (Sol Lischinsky's memo) outlines some of the basic difficulties in the fisheries program. I believe there can be little disagreement with Sol's statements as to the ideal solution of these difficulties through the integration of the vessels into the Chinese economy. Whether this ideal solution is practicable at this time is another question, however, and one about which I cannot be as confident as Sol. In any event, it is not a question that can be decided at this distance. But if the negotiations which you will be conducting present further opportunity to move in the direction pointed out by Sol, every effort should certainly be made for the purpose. I believe both Ed Henson and Speck Swenson would agree here too. Because of the special problem the fisheries program has represented, it was felt that the historical material appended to Sol's memo might be useful for you despite its length.

The historical material on the Farm Tool Shops program (Exhibit E) is included because of the peculiar problems it has encountered and the importance of fully understanding the distribution pattern and objectives originally envisioned in order to overcome the complexities involved.

Exhibit F is of such an early date that it can only serve as preliminary orientation information on the rehabilitation of flooded areas. Our impression is that actual project operations in this field may be relatively least advanced, with particular need for project organization including the use of drainage and irrigation and other supplies which may be released from flood control work or devoted to this purpose, e.g. tractors and seeds.

Exhibits G and H provide a narrative description of the overall China Agrehab program as well as a summary of the basic needs, and should probably be read first. They also indicate the areas in which relationships with the advisory technical services to be provided by FAO will be important. In this connection, it should be noted that the China Agrehab program was as much, if not more, a technical training and advisory program than a supply and operating program, and that future operations should be shaped to preserve these elements.

3 - Mr. F. C. McMillen

Exhibit I discusses additional procurement needs for the farm machinery program as they are known here. In addition to the farm machinery spares indicated, spare and replacement parts are also required for some of the Australian fishing vessels. The latter parts are for U.S. engines powering the vessels but were not fully available for procurement here within delivery deadlines. Other important shortfall areas are fertilizer and pesticide plant rehabilitation equipment. Availability and delivery deadline problems, as well as delay in the submission of requirement specifications from China, particularly for pesticides, prevented procurement of all but a fraction of the supplies needed for the NRC and Yungli fertilizer plants. In view of the highest priority given to fertilizer production in China, every effort should be made for supplementary procurement in this field. No attempt has been made to list all shortfall items since any firm schedule of additional procurement must necessarily be formulated in China on the basis of all supplies available there and the changed framework of operations. Our practice has also been to call the attention of the Chinese representatives here to any important shortfall items for possible procurement by the Government.

In connection with the mechanism for such additional procurement as may be determined, consideration should be given to working through sales and service facilities in China of the suppliers. For this purpose, the re-establishment and extension of such facilities in China should be encouraged. Where this is not possible, copies of procurement documents sent to China covering the original equipment may enable direct ordering through the manufacturer. It is hoped that procurement needs which can not be met directly in this way will not be substantial. If they are, it will be necessary to consider using the Chinese Government's purchasing facilities here, or securing permission for use of Government procurement agencies. The latter may require the employment of special Liaison representatives, but it is hoped that this could be avoided.

Exhibit J is the result of a hasty exercise to provide the U.S. State Department with some estimates, however crude, of additional China import requirements for rehabilitation. It is included because the division of Agrehab supplies between capital equipment, maintenance supplies and expendables shown in the table may be suggestive. Of the additional requirements for capital equipment, those for fertilizer plant equipment appear the most important. In the case of maintenance supplies, fishing appears to involve the largest outlays.

Since your deadline for this material has arrived, I shall saw off here with my best wishes for success in your mission. I needn't add that if you find need for additional information which we can supply, just let us know.

HBuller/sp

Attachments

MEMORANDUM

24 November 1947

TO: Frederick C. McMillen
FROM: S. A. Lischinsky
SUBJECT: China Fisheries

In view of your mission to China, I should like to take the opportunity, via this memorandum, to acquaint you with, and transmit to Mr. Cleveland, the feelings of the Fisheries Section on the China Office sponsored proposal to create integrated fishing enterprises. I had hoped to take advantage of Mr. Cleveland's visit here to make these views known to him but, unfortunately, our meeting for this purpose was interrupted and he left before it could be resumed. I take it that the whole question will come up before you in connection with your visit there.

I am attaching a copy of a report that I made, at Mr. C. H. Willson's request, for FAO, which goes into considerable detail on the overall programming and planning of the China Fisheries Program. If you have the time, you may find it worthwhile to get additional background material there. This report is in a rough draft form. Some of the information on which it is based is not official in the sense of having been received through UNGRA channels, but I do not think that this should qualify the weight to be attached to it.

I assume that you are aware, in a general way, of the problems which have attended the China Fisheries Program. This program consists, basically, of 137 large fishing vessels and approximately 50 small auxiliaries. This fleet was rounded out with the provision of approximately two million dollars worth of refrigeration equipment, some canning equipment, reduction plants and fishing supplies. The program originally included a substantial quantity of material for the building of junks but, owing to the scarcity of materials, primarily lumber and hardware, only a small portion of this part of the program was completed. The Chinese Government proposed, some time ago, abandonment of this part of the program and sale of the supplies on the open market. The China Office refused to agree to this proposal and some plans are afoot for constructing a limited number of junks. The exact status of this project is not known here at this time.

The main purpose of this note is to discuss the creation of "integrated fishing enterprises". This proposal for integration relates to the disposition of a portion of the fishing boats and the handling and processing facilities. The scheme is to set aside approximately 50 percent of the vessels to be operated in conjunction with the handling and processing facilities as a single

China - 661 - (Fisheries)

enterprise, or possibly three or four similar integrated enterprises. The balance of the boats are to be used for training and research or to be sold to private companies. This proposal was first put forward in June 1947 as the recommendation of a Working Party established by the Director-General of UNRRA and the Director of the China Office. I assume that this report will be made available to you in China.

The Working Party referred to above was organized as a result of difficulties preventing the efficient operation of the fishing fleet. These difficulties stemmed from the fact that the UNRRA fishing fleet was regarded as a hostile element by influential segments of the indigenous Chinese fishing industry. It is possible that the views of these interests were influential in determining UNRRA-FRA policies. In any event, the facts are that the vessels were to a large extent concentrated in Shanghai, which, in itself, prevented efficient utilization, and the details of preparing for fishing were handled in such a way that delays occurred all along the line in getting boats out to sea. Although the catch was very small in relation to the size of the fleet, there were serious problems in disposing of even this limited catch.

The Working Party, taking cognizance of the marketing regulations and arrangements, suggests, essentially, the setting up of an arrangement whereby the UNRRA fishing fleet would supply the handling and processing facilities and thus become independent of the fresh fish market.

It seems to me that if such an arrangement were justifiable, it could be so justified only on the grounds that the native craft are adequate to supply the fresh fish market. If it were possible to make such a showing, the wisdom of the China Fishing Program would be open to serious question. We believe, however, that it is not a question of an adequacy of fish available from Chinese junks but the fact that marketing interests apparently prefer to maintain the current high prices based on the present restricted market. The proposal for integration reduces itself to an attempt to make the best of a bad situation. Fish from UNRRA boats would be canned for export or inland use, frozen for inland use, or made into fertilizer. Since this would not interfere with the fresh fish monopoly in coastal cities, it is hoped that this plan would work without arousing too much hostility.

To persons in the China Office, working on fishery problems, who are faced daily with the task of activating the fleet, this might appear as an acceptable solution and their advocacy of it is understandable. However, since the whole question is being examined anew at the highest levels, I believe that the following considerations and views should be put forward on behalf of UNRRA:

1. The major difficulties preventing the efficient utilization of the fishing fleet flow from the fact that the fleet has not been integrated into the indigenous Chinese fishing industry, but has been operated as a thing apart. It is not realistic to assume that a government organization can be built up with command over sufficient executive and organizational ability and working fishing personnel to operate a fleet of 50 vessels efficiently. Only by making the skills and energies of the fishing industry of China available to

these boats, can they be effectively utilized. Any long range proposal for the disposition of these boats must take as its prime objective their amalgamation with the fishing economy of China. The proposal to set up integrated fishing enterprises is a step in the direction away from this objective and for that reason should be avoided if at all possible.

2. At the present time, the fishing fleet is being operated in a hostile environment, which is fortified by official regulations governing the disposal of fish. In my opinion, UNRRA should take the position that, having proposed and accepted the fishing program, the Chinese Government is under the moral obligation of seeing that a hospitable environment is created, first, by amending such regulations that currently prevent the efficient use of the fleet, and taking what other steps are necessary to combat the hostility of some portions of the industry itself. UNRRA should take the position that it should not be required to work out a modus vivendi in a situation which clearly does not coincide with the best interests of the Chinese people, and would be impossible to justify in terms of UNRRA principles.

At this distance it is difficult, if not impertinent, to make any detailed constructive proposals. It is my personal opinion, however, that UNRRA should require, as a condition of support for any proposal, that it tend in the direction of releasing the boats to the Chinese industry, with adequate safeguards that they will be used for fishing, with a view to making the operation independent of foreign technical assistance on the operational level as rapidly as possible.

Clearance:
Buller
Swenson

SALischinsky/ehp

14 November 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: Grace W. Tellier

SUBJECT: Hoit S. Brown.

You will recall the case of Mr. Hoit S. Brown, a recently terminated UNRRA employee, who wrote General Rooks concerning UNRRA's payment of approximately \$1970.00 of his undrawn field allowances to his estranged wife, Mrs. Brown, of Rome, Georgia, in disregard of his previously written instructions. You will also recall the decision reached that as a matter of policy UNRRA should make duplicate payment to Mr. Brown and look to Mrs. Brown for refund.

At the time this decision was made it was recognized that Mrs. Brown might decline to make refund since her attorney, before she cashed the check, called UNRRA's attention to the possibility of error in the check but was assured that it was sent to Mrs. Brown at Mr. Brown's request. It was accordingly explained to Mr. Brown that UNRRA was making the duplicate payment to him as a matter of policy and would make demand on Mrs. Brown for refund; however, if Mrs. Brown should decline to refund the money, UNRRA would expect him to mitigate and save it from loss to the greatest extent possible when he came to make financial settlement with Mrs. Brown as contemplated in a divorce proceeding then pending in the Nevada courts. It was recognized that this condition of payment would have no binding effect on Mr. Brown except from a moral standpoint.

Mrs. Brown, on advice of her attorney, has declined to make refund for the reason mentioned. Upon receipt of this advice, we notified Mr. Brown that we would expect him to protect UNRRA by deducting from any settlement made with Mrs. Brown the amount erroneously paid to her.

A few days ago Mr. Brown came to the office and informed us that Mrs. Brown did not appear in the Nevada court in response to his divorce action; as a consequence, he took a default decree and no financial settlement was made with her. However, he said that in

400- Brown, Hoit S

14 November 1947

his original complaint for divorce he offered to contribute a monthly sum for the support of his two minor children and when the court issued its decree, it ordered him to make this payment for the support of the children.

Mr. Brown, evidently acting under advice of his attorneys, states that he does not feel disposed to treat the monthly payments for the support of his children as a payment to Mrs. Brown for the purpose of deducting the amount erroneously paid by UNRRA. He pointed out that his payments for the support of the children are made monthly and if he were to offset against such amounts the \$1970.00 paid to Mrs. Brown, it would mean that his children would have no support from him for almost two years. He does not feel that this can be done under the Court's order, even if he were willing to do so. He further insisted that UNRRA, having made the error in the first instance and having had the error called to its attention before its check was cashed, should press its claim either against the person making the error or against Mrs. Brown. He states that Mrs. Brown has ample property out of which she could reimburse UNRRA.

Having made the payment to Mr. Brown as a matter of policy under the conditions mentioned, we have no claim against Mr. Brown. The question is whether we are legally estopped to pursue our claim against Mrs. Brown in view of our failure to rectify the error when it was called to our attention. While this is a legal question, its answer depends on certain facts which we are now endeavoring to ascertain. As soon as we have this information, we will recommend what, if any, further action should be taken against Mrs. Brown.

GWTellier/gbt

13 November 1947

MEMORANDUM

TO: Frederick C. McMillen
Chief, Bureau of Administration

FROM: Irving L. Posner
Director, Division of Personnel and Management

SUBJECT: Wages of Class II Employees

Attached is a proposed reply drafted for your signature to the China Office which writes finis, I hope, to the protests of the Staff Society concerning the policy and practices of the China Office with regard to wages of locally employed Class II personnel. The letter from Mr. Gaumnitz, dated 25 October, provides a very informative background of the problem, and the clipping which he attaches from the China Press gives an indication of the extraordinary complexities of the problem.

It was worthwhile to raise the question not only because we received an official protest from the Staff Society, but also to get the background on a question concerning which we have not been as well informed as we should. One or two points might be especially noted:

- (1) Note the reference on Page 2 to the apparent differences between the Bureau of Administration and the Office of the Deputy Controller concerning the procedure for making final settlement. I am afraid that this rather strict compartmentalization has served to delay prompt and workable settlements of other comparable problems in the China office.
- (2) It is interesting to note that because of the spiring inflation, percentages are added to the termination pay of an employee to represent the devaluation of the money he is receiving between the date of his termination and the date of actual payment of his terminal emoluments.
- (3) By using the average salaries of the four highest firms, the China office has avoided any accusation of running down general standards in China, while at the same time giving employees the best possible break.
- (4) After the recent sharp upward surge, the inflationary pattern suddenly levelled off for a while according to our last information, but this may already be obsolete. Thus the living allowance payments for the China office staff were actually reduced one recent week, which is a good rough indicator of the breathing spell.

ILPosner/lsm
Encl.

China Office - 450 - (Class II)

C O P Y

UNITED NATIONS RELIEF AND REHABILITATION
ADMINISTRATION

IN REPLY REFER TO:
COWA-A-3035

25 OCT.1947

Colonel F. D. Harris
Chief, O.P.E.A.
UNRRA Headquarters
1344 Connecticut Avenue
Washington, D. C.

Attention: Frederick C. McMillen, Chief, Bureau of Administration

Dear Colonel Harris:

Re: Class II Wages

This is in answer to your cable requesting additional information on the policies and practices referred to by the Staff Society in its resolution of 10th September 1947.

We pointed out to Mr. Penner on the telephone conversation that the Staff Society in China Office has always been accorded an opportunity to express the feelings of the staff. It is understandable that the Society has become concerned for its members who have been feeling the effects of the inflation.

Much attention has been given here to seeing that Class II salaries were kept at an adequate level. Over a year ago several representative firms were selected with the approval of the Staff Society, and we have maintained a careful check of the wages and benefits paid by these firms. The take-home pay has been the basic consideration and UNRRA wages have been kept consistently in the upper quarter.

This position was previously established and maintained through a process of base pay rates multiplied by the Cost of Living Index with the Mayer's retrogressive scale applied. This retrogressive feature together with the multiplicity of "grades" brought about by the ABC sub-classes leads to a rather unusually complicated situation when inflation progresses at rates which lead to a price level today more than ten times what it was in January.

Last February, March and April, the Shanghai Municipal Government suspended the publication of the Cost of Living Index as one step to halt sky-rocketing prices. This was a difficult period to secure accurate information on the pay of other firms, since many firms were surreptitiously paying extra bonuses. A temporary solution for our local staff was to allow a general increase by applying a computation index figure based on our best judgment as to the change in living costs and wage adjustments in the community and in addition, a change was made in the retrogressive scale.

The resumption of publication of the Cost of Living Index in May together with better information on community wage practices disclosed that the change in

retrogressive scale had brought some peaks and valleys, as between different grades of our personnel, which could be levelled out only by wholesale changes in the methods of computing wage scales. It was finally determined the wage scales would be based upon the average pay of the highest nine of the twelve representative firms. This change was effected for the June wage scales.

The frequent increases in commodity prices often meant that adjustments made at the end of the month were already inadequate; when price of basic commodities can increase by 10% in one day even a 25% increase in monthly pay will seem inconsequential. Therefore, in July, China Office instituted the practice of paying each half month in advance with an adjustment after the final monthly wage was computed at the end of the month.

A more recent procedure for making final settlement with terminating employees has just been effected, following discussions for over two months by the Bureau of Administration to secure the concurrence of the Controller's Office. The final settlement is now being made at the last known salary rate plus a percentage representing the best judgment of the Administration of any change appropriate to recognize since the last full month's scale was determined.

We are satisfied that these changes have kept our wage scales in line with the prevailing rate of pay in Shanghai, and it appears likely that we shall be able to keep them that way.

We are, however, very concerned about the welfare of our employees as we have witnessed sharply increased prices during the past four weeks with some basic commodities increasing 35% within the last week. The enclosed news clipping from the China Press will give you some information about the Cost of Living Index which is issued by the Shanghai Municipal Government. There has been much criticism levelled against the index as not being representative of real conditions and thus not giving an adequate increase to those workers whose wages are based upon it.

The Class II picture in China is additionally complicated, as you know, by the fact that many of our Class II employees are so-called White Russians who are perhaps accustomed to a somewhat different expenditure pattern than native Chinese. It has not been the policy in the China Office in the last year formally to recognize difference in living costs for western personnel locally recruited as distinct from Chinese. This has not been altogether satisfactory to the western contingent as you might suppose.

Sincerely yours,

(signed) R. K. Gawnitz
Deputy Director

P.S. For your information, the pending increase on this month's salaries is 40% of last month's wage, and the Staff Society recognizes that this increase approximately reflects the increase in prices.

##"Since dictated we have agreed to use average of top four firms.
R.K.G. 23/10/47"

Room 312

17 NOV 1947

Mr. Harlan Cleveland
Director, China Office
United Nations Relief and
Rehabilitation Administration
370 North Soochow Road
Shanghai, China

Dear Mr. Cleveland:

Subject: Wages of Class II Employees

We greatly appreciate the information contained in communication COMA-A-3035, dated 25 October 1947, from Mr. Gaumnitz, providing a detailed picture of the measures taken by the China Office to meet the complex problems of wage adjustments for Class II personnel.

On the basis of the data contained in that letter we feel that the administrative officials of the China Office have equitably administered a satisfactory system of wage determination for locally employed personnel, and have considered the interests of both the staff and the Administration in making their determinations.

We are sure that as a result of the steps taken the considerations mentioned in the letter of 12 September from the Chairman of the Executive Committee of the UNRRA Staff Society have been dealt with by the China Office administrative officials in a manner satisfactory to all parties concerned, in view of the unprecedented difficulties which make any perfect solution impossible. The Administration is, of course, most sympathetic towards the situation and the members of the staff who have been feeling the effects of the inflation, but we do not see how any further action can be taken on the part of the China Office to counteract the problem.

Yours sincerely,

Frederick C. McMillen
Chief, Bureau of Administration

CLEARANCE: Capt. McIver

ILPosner/iam

13 November 1947



A-7267

10 November 1967

To: Mr. Hamilton

From: Fred Long

Reference your memorandum of 23 October regarding questions raised by the Auditor concerning clothing allowances. I have discussed this matter with Mr. Kinross and following is a reply prepared in accordance with your memorandum.

1. Standards control exercised over the issue of clothing was followed as laid down in Administrative Order 51, copy of which is attached. This was followed as regards any clothing issued either from Washington or New York.
2. At the time clothing allowances were being given, an employee was granted \$150.00 in cash to buy uniforms and also given certain stock items such as jackets, caps, shoes, etc. Therefore an employee received both cash and clothing issues.
3. This is covered by the previous paragraph.
4. As stated previously, Administrative Order 51 was the controlling document insofar as notifying the Comptroller's Office of the approval of a clothing allowance. It will notice that two copies of the AO-51 was forwarded to the Division of Accounts at the same time that the issues were posted to the inventory stock cards.
5. In cases where an employee did not go overseas after he received his clothing allowance and had not yet spent his allowance for clothing he was requested to return the amount to the administration. If he had already spent his clothing he could turn it back to the Administration and he was allowed credit for same. Many of these cases were dealt with on an individual basis in that some were just required to return the clothing they had purchased and if the clothing did not total \$150.00 the difference was written off, or in some cases the employee had to return the clothing plus an additional amount in cash to make up the \$150.00.
6. All clothing that was turned back to the Administration was issued to the Travel Branch who in turn made up an AO-11 and passed it over to the Surplus Disposal Officer. The Surplus Disposal Officer kept a

454- (Allowance, Clothing)

14 November 1947

an inventory of all such stock and also kept the items physically in separate lockers in the warehouse. And the Shipping Disposal Officer had received the total amount of unpaid back clothing he was to be disposed and it was sold on Bid 19. An inventory of all items turned back and the final disposition pertaining to the disposal is in the hands of Mr. Wilcox.

This also answers your Question No. 7.

8. As regards the field jackets in the amount of some 94 thousand mentioned in the Billings memorandum of 17 September, these field jackets were shipped to New York on 21 & 22 Oct. 1947 for shipment to the Joint Service Distribution Committee on Bid 24. The error as regards these jackets was the fact that although the warehouses packed and shipped them to New York, through error they failed to remove them from their inventory record cards after shipment. However, as stated previously, they were disposed of on Bid 24. The records of this disposal are now held by Mr. Wilcox. Further for your information, the cards have been adjusted and now show no jackets in stock in the warehouses.
9. As far as our records are concerned no action is required by the Survey Committee. However, any clothing which has been disposed of in the past or should be disposed of in the future must have prior approval by the Survey Committee before it can be sold.
10. At the present time I cannot see where it is necessary for the Comptroller's Office to take any action regarding clothing in that in working with the Voucher Audit Section of the Comptroller's Office they can bring up no specific case on which they require clarification at the present time.

Attachment

Washington, D.C.
6 November, 1947

MEMORANDUM

TO: Mr. F.C. McMillen, Director, Bureau of Administration

FROM: Harlan Cleveland, Director, China Office

Attached are some papers regarding Mr. Christopoulos, a conservancy engineer who was in charge of our conservancy work in North China.

Everyone who worked with Mr. Christopoulos thought very highly of his work, and I believe it would be appropriate for the Administration to recommend him formally to the U.N. for the type of work in which he is interested.

Encl.

cc Mr. Hyde Buller
Ind. Reh.

406 - Christopoulos)

Blue
November 6, 1947
McMullen, Frederick

TO: Chief, Bureau of Administration
FROM: Chief Historian

I am attaching a draft of the History Office "Plan of Operation." In accordance with our conversation on the subject, I should be grateful if you could indicate to me whether this Plan will give you the type and quantity of information that you wish to have on the subject. Upon receipt of suggestions from you, we should be glad to revise the Plan and submit it formally.

I have discussed the Plan with the Deputy Chief Executive Officer. He suggests that it should be formally submitted to you, to the Chief Executive Officer, to the Chief, Bureau of Supply, and to the Acting Controller.

You will observe that we have indicated three major factors which might greatly delay our work. The Deputy Chief Executive Officer has suggested that, as early as possible next week, we should have a meeting with the individuals indicated above in order to find out what can be done to avoid, to the greatest possible degree, the delays that might result from these factors. He has also suggested, which seems to me wise, that before this meeting is held I should arrange meetings to discuss these same factors with those Bureaus particularly concerned.

For example, I have indicated as one factor of delay the difficulty in getting documents in Headquarters itself. Here I think it would be desirable if I had a meeting with you and, if you wish to bring them, Leavitt and Faquin. I have also indicated the lack of available statistics as another source of delay. We are already discussing this with both the Bureau of Supply and the Controller's Office and shall continue such discussions specifically with them.

150

Blue
6 November 1947
K

MEMORANDUM

TO: Frederick C. McMillen
Chief, Bureau of Administration

FROM: Irving L. Posner
Director, Division of Personnel and Management

SUBJECT: Currency of Terminal Payments

Attached are two cables, one for London and one for Shanghai, covering currency of terminal payments, and also settling several knotty outstanding cases. These cables were prepared, as you know, as a result of thorough analysis of the existing practices and conflicting interpretations, and also on the basis of determinations made at meetings with representatives of other Headquarters offices, and representatives of the China Office.

The cables have now been cleared by representatives of Personnel, Management, General Counsel, Office of Far Eastern Affairs, Payroll, Financial Services, and Budgetary Accounting; they have not yet been cleared with Mr. Brown, Mr. Weisl, nor Mr. Swardlow since you wished to discuss this matter with them personally.

Mr. Levin states that he is concurring in the procedural and fiscal aspects of the proposed policy, and confirms that there are sufficient U.S. funds to take care of the contemplated funding which may be involved. He wishes to point out, however, that any added utilization of U.S. dollars as compared to Sterling or other currencies will leave less of the more favorably regarded dollar currency for successor agencies who will fall heir to residual funds.

The first five paragraphs of the cables are almost identical. The Shanghai cable adds a section on certain special cases peculiar to that office which it is not necessary to discuss at this point with ERO.

Paragraph 2 expresses the normal policy on currency of terminal payments.

Paragraph 3 settles a point of controversy between ERO and Headquarters in favor of the ERO point of view. At the most, three or four cases are involved so far as we know.

Paragraph 4 opens new possibilities which have heretofore not existed for certain of our personnel, but it is chiefly a matter of substituting Sterling or Continental currency for dollar currency. This matter must be very carefully controlled, on an individual basis and in the interests of fairness to the employees. It should be most carefully utilized in

for

452 - (Terminal payments)

6 November 1947

the event that employees in ERO should endeavor to depend on this possibility as a stimulus to emigration to the United States. Basically the cases in point involve persons who have been given London or Continental home stations whereas all their interests and connections are in the United States.

In the Shanghai cable Section 7 results from long discussions with Mr. Jacobson, Legal Counsel for the China Office, and his views have been modified in great part on the basis of discussions in which Mr. Taflove participated. Mr. Cleveland, Director of the China Office, has stated that the Director General, the Controller, and the Deputy Chief Executive Officer, have all expressed a sympathetic view towards the plight of the employees concerned. In effect we are using \$75,000.00 in hard currency rather than local Chinese currency, but the benefits to the employees concerned are believed to far outweigh this consideration.

It should be emphasized that we are not undertaking to open U.S. bank accounts for employees involved, but will simply deposit the money upon notification that the employees have arranged for such accounts. Mr. Jacobson will personally undertake to review each of the situations and inform the employees concerned of the advantages and disadvantages of the arrangement.

The cables have been worded so as to anticipate many of the difficulties and conflicts which have resulted from use of other language in previous communications. The principles have been greatly simplified, but there will still be necessity for determination by the Bureau of Administration of border-line cases.

ILPosner/iam
Encls.

delivered
by hand - 9/11

4 November 1947

MEMORANDUM

TO: Mr. Frederick C. McMillen, Chief
Bureau of Administration

FROM: Mr. Lester E. Winfree
Surplus Property Officer

SUBJECT: Disposal of Surplus Administrative Property.

1. Administrative property valued at \$899,006.12 has been disposed of through 31 October 1947. This value is the cost to UNRRA, and the property consisted of office furniture, office machines and equipment, surplus food, clothing and PX stock.
2. Cash receipts and transfer of funds within the Administration show, or will show, a return of \$728,490.58. This is a return of approximately 81% of the cost of all property disposed of through October 1947.
3. The remaining 19% or \$170,515.54 of the cost to UNRRA is accounted for as shown below.

1. Donations	\$ 21,963.81
2. Discount to UN	21,287.45
3. Discount to FAO	8,902.65
4. Discount to other Agencies	62,769.79
5. Loss in Public Sales	<u>55,591.84</u>
	\$170,515.54

1. Donations - \$21,963.81

This represents property donated to United Nations, World Health, Goodwill Industries and PCIRO.

2. Discount to United Nations - \$21,287.45

This represents a discount of from 20% to 40% on office furniture, equipment and supplies, including all of UNRRA duplicating machinery and furniture.

3. Discount to Food & Agriculture Organization - \$8,902.65

This represents a discount of from 20 to 40% on office furniture and machines.

777 (adm.)

4. Discount to Other Agencies - \$62,769.79

Austrian, French, Greek, Brazilian, Czechoslovak, Atomic Energy Commission, ICKF, PCIRO and CARE Agencies all received furniture and machines from UNRRA at a discount of from 20 to 40%. The American Jewish Joint Distribution Committee in New York received all of UNRRA surplus clothing for \$6,250.00. The cost of this clothing to UNRRA was \$60,696.67.

5. Loss in Public Sales - \$55,591.84

This amount represents the loss to UNRRA on property sold on the open market in public sales. UNRRA is receiving as an average between 65% and 80% of the original cost on all property sold on the open market.

4. UNRRA still has 8,187 items of non-expendable property at a cost of \$346,312.52 to be disposed of as of 31 October 1947.

Mr. F. C. McMillen, Chief, Bureau of Administration
Through: Deputy Chief Executive Officer
F. D. Harris, Chief, Far Eastern Affairs

OFEA Ref. 221/25E
264/18

Closure of the Korean Mission

23 Oct. 1947

As agreed at the meeting of the Committee on Closure on 15 October 1947, the Office of Far Eastern Affairs will retain all Korean Office files for a period of 60 days; after which they will be handed over as will be directed by the Administration.

* From 1 November 1947

PCOsborn
23 October 1947

Korea Mission - 146 - (closure)

OFEA Ref. 210/25

22 October 1947

MEMORANDUM

To: Mr. Frederick McMillen
From: F. D. Harris
Subject: Evacuation of Chefoo

I attach a particularly interesting series of reports from China on the Chefoo evacuation, together with comments made by the Chief Executive Officer and the General Counsel's Office.

May this please be returned to me when you are finished with it.

Attachment

China Office
406 - (Evacuation, Chefoo)

20 October 1947

MEMORANDUM

TO: Frederick McMillen
FROM: Grace W. Tollier
SUBJECT: Hoyt S. Brown.

You will recall the matter of the erroneous payment of \$1947.10 by UNRRA to Mrs. Brown of Rome, Georgia, estranged wife of Hoyt S. Brown who was terminated on 29 May 1947, and the recent determination to recognize our moral responsibility to Mr. Brown by making duplicate payment to him and looking to Mrs. Brown for refund.

The letter prepared for Mr. Weis's signature advised Mr. Brown of the Administration's decision to make duplicate payment to him, but it stated that if Mrs. Brown should fail or refuse to refund the money which UNRRA had paid to her, we would look to him to protect the Administration to the greatest extent possible in any payment or settlement which he should make with Mrs. Brown growing out of their divorce proceedings or otherwise. Mr. Brown had stated that his attorney was negotiating a settlement with Mrs. Brown.

The attached letter from Mrs. Brown's attorney dated 15 October makes it clear that we can not expect any refund from Mrs. Brown. He had previously suggested that we not make duplicate payment to Mr. Brown and if Mr. Brown sued UNRRA for the money, Mrs. Brown could then intervene and she and Mr. Brown could then thrash out their legal differences and their respective rights to the \$1974.10. A copy of Mr. Wright's letter was sent Mr. Brown with the result that Mr. Brown pointed out, and rightfully so, that if UNRRA were to thus take advantage of its own error by forcing him to negotiate with Mrs. Brown over money she had already received, he would be put in an extremely awkward bargaining position which would work to his detriment.

Based on Mr. Brown's letter to the Director General, it was decided that UNRRA was morally bound to make duplicate payment to him

400 - Brown, Hoyt S.
(security)

Frederick McMillen

-2-

20 October 1947

with the understanding as above. This was done and it now becomes necessary for us to look to Mr. Brown to mitigate UNRRA's damages as much as possible in any settlement which he may make with Mrs. Brown. To that end, I have prepared the attached letter addressed to Mr. Brown which I think should clear through you.

I have given you the background so that you will know to what Mr. Wright refers when he states that we decided against the course suggested by him. If you have any suggestions to make regarding the letter, will you please note them.

Attachments
GWTellier/ght

Washington , D.C.
15 October, 1947

MEMORANDUM

TO: Frederick C. McMillen, Chief Bureau of Administration

FROM: I.L.Posner, Management Analyst, Admin.Planning Staff

SUBJECT: UNRRA Living and Travel Allowances

The last compilation of UNRRA LIVING AND TRAVEL ALLOWANCES (Revision No.2) was issued on 22 April 1947. At this particular stage I see no reason for a wholesale revision of the document, but for the convenience of the offices which have an interest in the matter, I am listing below (sending them a copy of this memorandum) the major changes which have occurred since the last release:

<u>Country:</u>	<u>Amount Payable:</u>	<u>Notes:</u>
United States	a) Living Allowance \$7 b) Travel Allowance \$10	Change effective 16 September 1947
Canada	a) Living Allowance \$7 b) Travel Allowance \$10	Change effective 16 September 1947
China Office	a) Living Allowance approx. CNC\$170,000 per diem in Shanghai b) Quarters Allowance approx. CNC\$120,000 per diem in Shanghai	a) The figure for living allowance is the latest available and is approximate since the living allowance rate fluctuates frequently. It includes an amount for currency adjustment under Sect. 274.2, Part II, Basic Field Manual and is in addition to rental of quarters which is provided free. b) A rental allowance is given those not provided quarters. Both allowances apply to Shanghai. Current amounts in other areas are not known at Headquarters.
Italy	a) Nil b) 2,250 lire plus basic ration c) 2,500 lire plus basic ration d) 3,000 lire plus basic ration	Food and lodging free in UNRRA messes. Those authorized to have own apartments in: Bari " " " :Naples " " " :Rome, Milan, and Turin
Trieste	3,200 lire	Authorized for all UNRRA employees working or in travel status.

454- (Living Allowance)

<u>Country:</u>	<u>Amount Payable:</u>	<u>Notes:</u>
London (United Kingdom)	a) Hotel accommodation (bed & breakfast only) plus £ 1 per day b) Accommodations in the Administration's hostel plus £ 1 per day c) £ 1.10.0 per day (the recipient making his own accommodation arrangements)	Personnel assigned for duty in HRO on indefinite assignment whose home station is not in the U.K. receive allowances as in c), as do most personnel in travel status in the U.K. Those covered under a) and b) are listed in HRO order 109 dated 4 September 1947 but effective retroactively to 1 July 1947.

c.c: Voucher Audit
Personnel
Payroll
Far Eastern Affairs
Management
TRAVEL
Chief Executive Officer

ILPosner/ism

OFRA Ref. 224/15/H

15 October 1947

MEMORANDUM

To: Mr. Frederick McMillen, Chief
Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

The attached letter to Mr. Preu is passed to you for your information and I hope you will agree with the initiative I have taken, since Mr. Preu has been constantly in touch with me, as well as with the Personnel Division, on the question of making nominations for the U.S.A. Aid Program to China. Mr. Hurt was among the names mentioned by Mr. Preu and I have sent him Mr. Hurt's report to Mr. Cleveland since this reveals very clearly his very great ability.

Attachment

400-Hurt, Alfred -

OFEA Ref. 221/15

14 October 1947

MEMORANDUM

To: Mr. Frederick McMillen, Chief
Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

I have been asked to represent to you that some concern is felt by members of the staff of OFEA regarding paragraph 6 of General Bulletin No. 282 on the three months' delay which will in the future be applied to the settlement of termination pay of personnel terminated after 30 September 1947.

In General Bulletin 282 it is recognized that this may cause hardship in some cases and it is provided that in these cases the staff may apply for an advance on compassionate grounds. Some members of the staff of the OFEA feel that in the circumstances it might be preferable to provide for advances to be made as a routine measure to save the personnel the embarrassment of putting forth a compassionate case, and it would be appreciated if you would give consideration to this point.

H52 - (Termination pay)

OFPA Ref. 224/15/H

14 October 1947

MEMORANDUM

To: Mr. Frederick McMillen, Chief
Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

Reference is made to Shanghai cable 7814 recommending the promotion of Dr. Hirschy from Grade 12 to 13. Although Dr. Hirschy is replacing Dr. Leland, who was declared surplus, I am sure you will appreciate that very heavy responsibility will fall on the Chief of the Medical Division in China during the sun-down and closure, and I hope that in the circumstances you will be able to agree to the recommendation made by Shanghai.

400- Hirschy,

Washington, D.C.
18 October 1947

MEMORANDUM

TO: Frederick C. McMillen, Chief, Bureau of Administration

FROM: I.L. Peener, Management Analyst, Admin. & Planning Staff

SUBJECT: China Office Living and Quarters Allowances

In a memorandum dated 26 September 1947, a list was submitted showing the per diem living and quarters allowances in effect for the China Office since 1 January 1948.

Since that time we have received additional information from the China Office which permits filling in some of the blanks on the original list and also revising certain of the per diem figures.

The revised list is attached.

Copies of the list are being transmitted to Voucher Audit, Payroll, Personnel, Office of the Far East and Management for their use and information.

Attachment (1)

cc - Voucher Audit
Payroll
Personnel

Office for Far Eastern Affairs
Management (Orwick)

*China Office - 454 - (Living & quarters
allowance)*

10 October 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: Dana Orwick

SUBJECT: Applicability of Compensatory Leave and Special Project Regulations

I have reviewed all Headquarters regulations governing compensatory leave and special projects. A list of the subject regulations and the periods of their applicability is attached. In none of the instructions is there a specific statement limiting applicability to Headquarters. Such limitation might be inferred from the fact that the regulations have been issued via Headquarters Administrative Order and the Basic Headquarters Manual. No specific statement has ever been issued which defines precisely the applicability of the Headquarters Manual as opposed to the Field Manual. When the Basic Headquarters Manual was issued, an unsigned statement entitled "Plan of the Basic Headquarters Manual" accompanied it. This statement included the following paragraph:

"The basic Headquarters manual is parallel in organization to a basic field manual. Necessarily the Headquarters manual will contain more detailed procedure than the basic field manual, which is written from the point of view of what the chief of mission requires as guiding policy and procedure. A good deal of the material will be identical in both manuals. In some cases apparent gaps in the numbering sequence will result from an effort to keep the numbering system of the two manuals parallel wherever possible. When a particular item is applicable only to Headquarters or only to the field, there will be no correspondingly numbered section in the other manual."

Included in Part I of the Basic Field Manual, but not in the Basic Headquarters Manual, is a section on Definitions. Paragraph 070, subparagraph a contains the following definition of Headquarters:

"Headquarters includes the central office of the Administration located at Washington, D. C. and those subsidiary offices located within the continental limits of the United States."

10 October 1947

This reference is probably the basis for the objection by the Office of the Controller to your proposed transfer of Mr. Dewey Jones' compensatory leave credits to annual leave.

Your counter-arguments can be based upon the fact that Mr. Jones has, throughout his assignment in Hawaii, been considered a Headquarters employee, and has occupied a Headquarters budget line. Further, the Office of the Controller and other offices in the Administration have always recognized the exception authority of the Chief, Bureau of Administration, with respect to personnel actions. This exception authority is also recognized in the Basic Headquarters Manual, Part IV, Section 311.2. This section is included in a general section on authority for personal services, payroll action. This section reads as follows:

"The payroll office is responsible for making salary payments based on personnel actions issued in accordance with applicable official policies and regulations. The payroll office may return to the Division of Personnel for explanation or additional authority any actions which appear to be inconsistent with the regulations. Any exceptions to the regulations shall require the approval of the Chief, Bureau of Administration. Where any personnel actions are processed on the exception authority of the Chief, Bureau of Administration, the personnel action form shall contain a reference to the memorandum authority." (Underlining Supply.)

Supplied

DOrwick/bls

COMPENSATORY LEAVE INSTRUCTIONS

Instruction

Administrative Order No. 4

Basic Headquarters Manual, Part II,
Section 740, transmitted with Head-
quarters Transmittal Memorandum #1

Basic Headquarters Manual, Part II,
Section 740, transmitted with Head-
quarters Transmittal Memorandum #15

Period of Applicability

16 February 1944 to 16 January 1946

16 January 1946 to 20 July 1946

20 July 1946 to date

SPECIAL PROJECT INSTRUCTIONS

Instruction

Headquarters Administrative
Order No. 95

Basic Headquarters Manual, Part II,
Section 290, transmitted with Head-
quarters Transmittal Memorandum #21

Period of Applicability

29 April 1946 - 4 October 1946

4 October 1946 - date

10 October 1947.

MEMORANDUM:

TO: Mr. F.C. McMillen

FROM: Louis Swenson

SUBJECT: Reclassification of Mr. McMeeking

This is with further reference to the reclassification of J.J. McMeeking. I feel that Headquarters should approve his reclassification to Grade 12 for the following reasons:

1. Since December 1946, McMeeking has, in fact, been the Acting Director of the Surprop Office in Manila. As such, he has had responsibility to handle the remnants of our shipping and negotiations with OFLC with respect to adjustments in our accounts and claims and losses. He also handled the procurement of supplies for the CAT Program, which involved considerable difficulties. He arranged for procurement of spare parts for CAT from Leyte in a most efficient manner, and also was extremely competent in handling a most difficult procurement problem in Luzon, involving planes for cannibalization. He succeeded in avoiding pitfalls that others had succumbed to, and his operation displayed great competence.
2. In his dealings with OFLC in finalizing accounts, he has succeeded in straightening out a situation which could have deteriorated because of rapid change of personnel and difficulties inherent in such a large operation in the Islands. He still has to complete this job, and I am confident he will do this most proficiently.
3. He handled the entire procurement and shipment of some \$11,000,000 worth of copra. This involved the purchase of 50,000 tons of copra from four different concerns and arranging and supervising the shipments from half a dozen ports in the Philippine Islands. I feel certain that he saved the Administration hundreds of thousands of dollars by the way he handled the copra procurement.

I realize that it is difficult to justify a reclassification purely on the basis of what his duties are now and will be during the remainder of his tenure, when things are pretty well wound up except for the disposal of some watercraft and closing out of the accounts; but nevertheless, I still feel that the Administration should reclassify him in recognition of its failure to do so last winter.

NBrodsky/EF

400-McMeeking, J.J.

OCT 10 1947

TO: F. C. McMillen - Room 1031
FROM: L. Swenson - Room 632
SUBJECT: Installation TWX Machine

Ocean Shipping Division has had a conference with Mr. G. J. Gould regarding the substitution of TWX for the present teletype to Montreal and New York.

It is believed that TWX from here to the finish of UNRRA operations will be equally satisfactory and substantially more economical.

drafted L.M. Wright/ar Oct 9, 1947

New York Office - 311 + (teletype)

OFEA Ref. 024/13

7 October 1947

MEMORANDUM

TO: F. C. McMillen
Chief, Bureau of Administration

FROM: A. McIver
Executive Officer, Far Eastern Affairs

SUBJECT: Upgrading of Position of Director, India Office

1. Mr. D. Naravane, Director of the UNRRA Office in India, is now at Grade 12. Prior to his incumbency, the position was carried at Grade 13. Mr. Naravane has recently been highly successful in:

- A. Obtaining Government sanction for a large-scale cotton procurement program.
- B. Saving the Administration some rupees 378,000 by persuading the Government not to implement what was felt to be a justified price increase of rupees 27 per bale in the cotton procurement program.
- C. In obtaining a 50 per cent reduction, amounting to rupees 700,000 in a compulsory reserve fund set up from their UNRRA contribution by the Indian Government.

2. Mr. Naravane still has two major aspects of his work to complete:

- A. Obtaining sanction for an additional grant of rupees 2.5 million to cover export duties, etc.
- B. To expedite finalization of commodity accounting with Government.

3. In a recent private letter to Headquarters, Mr. Naravane has pointed out that since his predecessor's grade and salary were known to the Indian Government he feels both personally and officially embarrassed in his increasingly high-level negotiations. As the Mission will be

HOO - Naravane, D.

closing down within the next two or three months, it is recommended that as a means of facilitating Mr. Naravane's negotiations with the Indian Government and of recognizing his outstanding achievements, the position of Director of the India Office should be restored to Grade 13, WEF 1 October 1947.

Attached is the P-2 covering Mr. Naravane's upgrading.

Attachment

Clearance
F.D.Harris
L. Swenson

AMcIver/vm
7 October 1947

*Central
Reg*

3 October 1947

MEMORANDUM

TO: Mr. F. McMillen
Attention: Mr. Irving Posner

FROM: Poeliu Dai

I am transmitting to you a request from Dr. Agnes Roman for the extension of Miss Esther Ober to assist in the completion of the Summary Report according to the revised plan approved at an Inter-division Meeting this morning. I strongly recommend that this suggested extension be approved if it is within the regulations to do so.

Attachment

400-10000, Esther Ober, Loe

2 October 1947

MEMORANDUM

TO: Mr. McMillen
FROM: Mr. Orwick
SUBJECT: Termination Payments to George E. H. Marshall

I have reviewed the attached request of Mr. Marshall which you referred for review of the pertinent regulations. The applicable order is Headquarters Administrative Order No. 114 (copy attached). Mr. Marshall's specific request is covered by paragraph 4.4. Under this paragraph, Mr. Marshall would be able to draw in U. S. currency all of his terminal pay except accrued annual leave and Provident Fund. Since Mr. Marshall is not entitled to Provident Fund, only the annual leave remains in question.

Mr. Marshall could use some of his annual leave accrual by taking leave prior to termination. This, however, is limited by General Bulletin No. 270 (copy of which is also attached). This bulletin provides that leave shall not be authorized if the termination dates of other employees must thereby be extended. It also provides that leave in excess of 3 days must be approved by the appropriate bureau or office head and that normally such leave shall not be granted unless the employee's services will be required for an extended period following his return to duty.

The authority which the Chief of the Bureau of Administration has been exercising in the granting of advance payment of accrued annual leave would not appear to be possible of extension to Mr. Marshall inasmuch as this discretionary power rests with the employee's home accounting office. Mr. Marshall could, of course, address such a request to ERO, and Headquarters could recommend favorable consideration. Such action, however, would in effect constitute an individual exception to the Administration's regulations for the purpose of contravening the currency regulations of a member government. The Administration has gone on record a number of times as in paragraph 4.3 of HAO 114 to the effect that its facilities shall not be used for evading currency regulations of member governments.

DOrwick/bls

How - Marshall, E. H.

Security

OFPA Ref. 224/15/W

MEMORANDUM

To: Mr. Frederick McMillen
Chief, Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

With reference to the attached, I very much regret that through oversight this cable was not cleared with you. In discussing the matter with Mr. Price I was very concerned about another aspect of the matter; namely, the selection of Miss Lola Mayer, who I had mistook for someone else and on which point Mr. Price re-assured me. However, I failed to go into the administrative aspect of the matter.

In discussing the matter with me, Mr. Price assured me that he had received agreement all around. I take it this included the Bureau of Administration, although I must admit that I did not obtain assurance of the point.

Furthermore, I now note that Mr. Cleveland has referred to Miss Boyce being declared surplus, whereas this was not the intention. The intention was, I understand, resigning. In the circumstances, I have drafted a cable to Shanghai for Mr. Price's personal attention. This will be coming to you for clearance after Dr. Fox has seen it.

cc: Dr. Fox

Attachment

400- Mayer, Lola

OFPA Ref. 221/25/A

30 September 1947

MEMORANDUM

To: Mr. Frederick McMillen, Chief
Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

Thank you very much for your memorandum of 26 September attaching Mr. Schwartz's excellent report on the China Run-down. The original was handed to General Rocks as part of his Brief for China and his attention was called to the salient points in the report.

The Chief Archivist has expressed anxiety about the number of personnel assigned to handle records after the closure of the mission and this too has been called to the attention of the DG, since I note a similar comment was made in Mr. Schwartz's report.

China Office - 1440 - (Run-down)

25 September 1947

MEMORANDUM

TO: Frederick C. McMillen
FROM: Joseph D. Cooper
SUBJECT: Headquarters Living Allowance

In accordance with your note of 23 September, I have studied the problem of whether or not the Headquarters living allowance should be increased from \$6.00 per day for non-American employees, now numbering eight.

The initial reaction is that the good reason for increasing the travel per diem likewise justifies an increase in the daily living allowance. On reflection, this does not necessarily follow. The travel per diem was increased for the benefit of employees who must make temporary arrangements on a day-to-day basis. The cost of living for a transient is much higher than for a person who can make continuing arrangements. Although non-transient rooms and apartments are still under rent control, hotels are not. Actually the increase in the travel per diem is not a profound one. Previously, we allowed a maximum of \$9.50 per person composed of a flat \$3.00 for living expenses other than hotels and a maximum of \$6.00 actual hotel cost. Now, we allow a flat \$10.00. This represents an increase of 50¢ per day on a maximum basis.

The living allowance of \$6.00 per day averages out to about \$182.00 per month. This amount is intended to cover the increased cost of living. It is not intended to cover the housing or other living costs in this country of the employee's family. It is intended to cover the employee's rental on the assumption that he has continuing rental expenses in his home country. The rental allowance, however, is expected to cover only a modest room in a suitable residential district. The living allowance is not intended to cover 100% of the employee's food costs since it is assumed that he would have a food cost in his home country.

The question then is whether an average \$182.00 per month is sufficient to cover the increased costs of living of the employee alone over what they would be in his home country. I cannot help but feel that \$182.00 per month is more than sufficient, especially since it is usually considered tax free for income tax purposes. Out of curiosity, I called Scott's Hotel, which is a new and modern establishment. Miss Gies, the manager, stated that they

454-(Hq. Living Allowance)

25/9/47

will not accept for tenancy anyone who does not earn at least \$2,000 per year, since that is considered by them to be the minimum on which a single girl can get along. Our living allowance, however, aggregates \$2,190 per annum for the employee. A single room at Scott's hotel costs \$1.65 per day. Miss Gies estimates that at the hotel a girl could have breakfast, lunch and dinner for a minimum of \$1.75, not including tips, but that \$2.00 would enable her to get along a little better. Her opinion was that a girl could manage to get along quite well for her food and lodging on a round \$4.00 per day, according to the standard represented by Scott's Hotel. Of course, it is possible to obtain room and board for much less elsewhere. A double room with board can be obtained for as little as \$45.00 per month. It would be fairer to say that a single room and board could be obtained for \$60.00 or \$65.00 per month, while attractive facilities could be obtained for \$75.00 a month or an average of \$2.50 per day. This discussion is based entirely on the assumption that UMRA is not expected to maintain its employees in anything but modest and austere circumstances. UMRA is not expected to maintain them in expensive apartment hotels. Such costs are expected to be borne by the employee himself if he desires them.

In recognition of the fact that living costs decrease with the length of a stay in any one place, the United States Government makes a practice of decreasing the travel allowance when an employee is at any one station for a considerable period of time. Thus, it is quite appropriate to have a substantial difference between a living allowance and a travel allowance.

Nevertheless, I am inclined to recommend a modest increase in our daily living allowance. In doing so, I follow this line of reasoning: Whether or not our living allowance is sufficient or more than sufficient, those persons who accepted employment in Washington took into consideration the living allowance as an increased income factor, even though this allowance was never intended to be supplementary income. The availability of a generous living allowance enabled these persons to maintain a certain standard of living. Because of the rising cost of living, it has become necessary increasingly for these employees to draw upon salary income to a greater extent than heretofore. In that sense, UMRA might have an obligation to continue to make available to them the same standard of living which it rightly or wrongly encouraged in the beginning. Moreover, these persons will now feel that the increase in the travel allowance should be reflected by a parallel increase in the living allowance. If we do not yield, we will probably be subject to considerable annoyance. Thus there is apparently a choice between considering what is a fair allowance of and by itself today, if we were starting out fresh, and on the other hand yielding to our past mistakes and perpetuating them into the future. I am inclined to recommend accordingly that the living allowance be increased by \$1.00 a day as a token increase. I wish to be clear about this. I do not think the circumstances justify an increase; I think they excuse it.

If you concur, I will prepare the necessary instructions to place this living allowance into effect dating from 16 September 1947.

JDCooper/bls

23 September 1947

MEMORANDUM

To: Mr. Frederick E. McMillen

From: C. V. Mayne

Subject: Per Diem payments for J. W. Lawler and E. J. Manley

In accordance with our telephone conversation of 22 September I am attaching hereto expense vouchers of Mr. J. W. Lawler and Mr. E. J. Manley with the request that you be kind enough to authorize per diem payments for the entire time these two employees were in New York City, i.e., Mr. Lawler, 58 days and Mr. Manley, 54 days.

Mr. Lawler and Mr. Manley are both members of the Headquarters Internal Audit staff and were sent to New York to carry out an audit of the warehouse records maintained under the supervision of Mr. Loftgren of the Bureau of Supply. It was impossible to determine in advance the length of time they would be required to stay in New York and they were, at all times, subject to recall in the event that an audit assignment arose which required priority over the one which they were undertaking in New York. It was therefore not possible for them to make any arrangements to give up their living quarters in Washington for this period and as a result they maintained living quarters both in New York and in Washington.

I am also enclosing another of Mr. Lawler's expense vouchers which covered a period of 62 days in New York. The per diem for this period as shown in the voucher, amounting to \$434.00, was paid to Mr. Lawler in July. However, we have been asked to obtain your authorization inasmuch as the number of days exceeds the normal 28 days allowed and to enable the Accounts Division to complete their records.

Will you be kind enough to return these vouchers directly to me so that I can arrange for their proper distribution.

cc: Mr. McIntosh
Mr. Anderson

CVMayne/ea

405 Lawler, J. W.

22 September 1947

MEMORANDUM

TO: Mr. F. C. McMillen
Chief
Bureau of Administration

FROM: Mr. A. H. Leavitt
Archivist

I would like to put down in writing the main points of our conversation a few days ago about the functions and position of the Archivist. Soon after I came to UNRRA it was recognized that the Archivist's job is both an administrative and professional one and that it is distinct from that of the Historian. This recognition was embodied in General Bulletin 269 of May 9, 1947, detailing the Archivist to the Office of the Chief, Bureau of Administration. The arrangement has continued up to the present in the form of a detail rather than as a definite assignment even though complete satisfaction with it has been expressed by everyone concerned.

It appears to me that the functions of the Archivist will continue beyond those of any other UNRRA official though they may, of course, be carried on after the termination of UNRRA and the transfer of its archives to the United Nations. It seems obvious that the records of the Controller's Office and those in the possession of the Historian's Office will need to be integrated into the final body of UNRRA records after the work of those two offices is ended. It would therefore not seem logical to plan to place the Office of the Archivist under either of those offices after the termination of the Bureau of Administration.

Before a decision is made in the matter, I would like to call attention to my belief that it would be unfortunate to transfer the UNRRA records to the United Nations as an adjunct to the History Project. Although the correspondence between UNRRA and the United Nations between October, 1946 and January, 1947, appears to have started from the thought that certain selective UNRRA records might be transferred to the United Nations and there used on the UNRRA History Project, I believe that our conception of the importance of the UNRRA archives and what should be done with them has since radically changed both within our own organization and, I hope, within U. N. also. If our records should be transferred to U. N. as part of the History Project, I think there is a real danger that it would greatly detract from U. N.'s conception of their

140 - Archivist

- 2 -

importance and would consequently deter U. N. from planning any adequate long-time program for their custody, preservation and future use for research.

AHLeavitt/mm
22/9/47

OVRA Ref. 259/8

19 September 1947

MEMORANDUM

To: Mr. Frederick McMillen

From: P. D. Harris

Confirming my telephone conversation of yesterday with Mr. Paquin, I attach a copy of a letter received from Major General Lewis regarding the distribution of Operational Reports. I understand from Mr. Paquin that we have only received particulars of the North American addresses included in the London index and that he will be getting in touch with London to obtain particulars of the addresses outside North America. I have acknowledged receipt to Major General Lewis advising that this approach will be made.

cc: Dr. Quan

270-(OAP's)

18 September 1947

To: Mr. Frederick G. McMillan
From: Frank Geis

Will you please arrange that one copy of each
"restricted" cable is sent to Mr. G. Ryall McIntosh,
Chief, Internal Audit Staff, Room 203, LaSalle
Building?

Also, please arrange for copies of such cables to
be sent to the External Auditors, regardless of
whether or not their name appears on the distribu-
tion listing.

cc-Mr. Thompson

M. Davis

211-41 (Restricted)

17 September 1947

MEMORANDUM

TO: Mr. F. McMillen (Through Mr. Weisl)
Chief, Bureau of Administration

FROM: Richard R. Brown
Deputy Director General and
Chief Executive Officer

SUBJECT: Unsatisfactory Administrative Supply Records

There is attached a communication received today from the External Auditors with reference to the above subject. They mention that:

1. They have called your attention to the unsatisfactory condition of records maintained to record the receipts and distribution of administrative supplies and have received no reply as yet
2. In view of these conditions, they have extended their own spot check which further indicates an unsatisfactory condition of the records

Will you move immediately to look into this matter and prepare a reply to the External Auditors for my signature which will answer the questions raised by them in paragraph 3.

CC: Director General
Deloitte, Plender, Griffiths & Co.

212.2-(adm. supply)

17 September 1947

MEMORANDUM

TO: Mr. F. McMillen
Chief, Bureau of Administration (Through Mr. Weisl)

FROM: Richard R. Brown
Deputy Director General and
Chief Executive Officer

SUBJECT: Attached communication received today from the
External Auditors with enclosed copy of memorandum
of 16 May regarding Overtime Payments

It was my distinct understanding that Mr. Marsh had worked out with the Controller's Office an arrangement whereby at least a spot check would be made of the overtime reported in the Guard Books in comparison with credits or payments which have been made to employees.

Will you review the file on this matter, which I presume is in your office, and move at once to hasten a reply over my signature to the External Auditors.

CC: Director General
Deloitte, Plender, Griffiths & Co.

422.4-(overtime)

17 Sept. 1947

Mr. Frederick McMillen

OFPA Ref. 246/10

Dear Mac:

I should regret it very much if, before authorizing the recruitment of these Brethren personnel, we went back to China for additional information. China have already made it clear that they need the personnel and as time is short, I feel that we should give them an immediate decision on the problem involved and clear up the details afterwards. I hope, therefore, you will accept the earlier version of the cable that I put up, adding whatever bits you need to amplify the information.

Attachments

040-Brethren Service Com.

Central Registry

15 September 1947

MEMORANDUM

TO: Frederick C. Hamilton
Chief, Bureau of Administration

FROM: Isabel K. Brown
Chief Personnel Officer

Irving L. Fomer
Management Analyst

SUBJECT: Salary Adjustment of Dr. Willard Z. Park

As you requested, we have reviewed the background circumstances of the protest by Dr. Willard Z. Park, suspended Chief of the Ethiopia Mission, against action taken by BEO to reduce his salary effective 16 February 1947 from \$9425 to \$9100 per annum, the maximum rate for Grade 13, which is the designated grade for his position. We concur with BEO's action. Following is the pertinent background:

1. The original appointment in September 1945 of Dr. Park as Chief of Mission, Grade 15, was made by Headquarters prior to establishment of classification standards for such positions, and prior to transfer of jurisdiction over the mission to BEO. When, with Headquarters assistance and acquiescence, BEO endeavored to establish uniform standards of classification throughout the missions, particularly in the period from September 1945 through February 1946, there were necessarily many adjustments in every mission. The usual practice at this time, as incorporated into BEO Administrative Order No. 4-160, dated 1 January 1946, was as follows:

- 8
x (a) when the salary attaching to the graded post is less than the salary previously received by the incumbent, the following procedure will apply:-

In the BEO the CPA, and in a mission or other field formation the Chief of Mission or other field formation, will consider the incumbent's case with a view to:

- (i) offering to the incumbent to retain him in his post at the salary applicable to the grade established for the post.
- (ii) reassignment of the incumbent to another post carrying a grade and salary not lower than his former salary.

400-Park, Willard Z

Lee

- (iii) Retention of the incumbent in his post at a rate of payment equivalent to his former salary.
- (iv) Consideration as to whether the employee is redundant to the program.
- (d) The decision to retain the incumbent in his post at a rate of payment equivalent to his former salary ((e)(iii) above) is a special authorization. If this post is later occupied by another employee, the new incumbent is to be paid at the base of the salary of the grade of the post according to his appropriate salary scale."
2. As a result of a classification survey of the Ethiopia Mission, the grades authorized by EEO for the Mission were lowered in several respects, effective with Allotment Advice No. 9, covering the first quarter 1946 budget period. Position III was classified as Chief of Mission, Grade 13. The allotment advice carries the following notation, however: "NOTE: Salaries for incumbents as at 1 January 1946 will be in accordance with grades authorized in Washington if commitments at higher rates have been made. New incumbents will be paid at the normal rate for grades attached to the positions." This was in accord with section 8(c) and (d) of Administrative Order No. 100 as quoted above.
3. When new salary rates were authorized for personnel with U.S. home station effective 1 June 1946, EEO revised Administrative Order No. 100, at the direction of Headquarters, to conform to Field Administrative Order No. 99 and other Headquarters directives. Section 6(c) of EEO Order No. A-100 (supplement No. 5), dated 17 August 1946, stated that "as from 1st June 1946, a Chief of Mission or equivalent no longer has authority to allow an employee whose post is downgraded or who is transferred to a post of lower grade to retain a personal salary in excess of the maximum of the grade of his new post, the procedure laid down in paragraphs 2(e) and 3(d) of Administrative Order No. A-100 having been cancelled by this order. Employees who are paid in excess of the maximum of the grade of their post will be dealt with in accordance with 7(b) below, so long as that post retains its present grading and they are not transferred."

Section 7(b) reads: "An employee who, up to 1st June 1946, has been paid at a rate in excess of the maximum of the grade in which his position is classified will, under the provisions of this order, receive either the salary paid to him up to 1st June 1946 or the maximum for the grade of the budget position which he fills, whichever is higher. In either case, he will receive no further increment."

On the basis of this rule, Dr. Park's salary was retained at \$9425 rather than lowered to \$9100, effective 1 June 1946, but Dr. Park's contention that he should receive an increase under the new salary rates, on the basis of the "commitment" supposedly made by Mr. Joseph in January and expressed in the note on the first quarter budget allotment advice, was definitely disallowed after considerable EEO-HQ. discussion.

4. The Basic Field Manual, section 443, Part II, the last revision of which is dated 4 November 1946, covering "Reclassification and reduction in grade," states that "an employee whose position is reduced in grade as a result of a change in classification shall be paid the maximum of the grade to which his position is classified." It gives the appropriate Director of Personnel (in this case the Director in EEO) up to three months to find a vacated position of the same grade as that previously held by the incumbent before taking action to adjust the employee's grade and salary.

Presumably, EEO used the issuance date of this provision of the Field Manual and added a 90-day waiting period in determining the effective date for the salary adjustment for Dr. Park. It appears that EEO utilized as much discretion as possible within the regulations in deferring the salary decrease.

5. Dr. Park's case is not the only one affected by these regulations. There have been several in his own mission and at least 50 if not more in other parts of Europe, most of whom, but not all, were Americans. Headquarters has already repudiated the idea that any special treatment should be afforded employees of the Ethiopia Mission in this respect. In his letter of 10 December 1946 to EEO, Colonel Palmer, Chief of the Bureau of Administration, stated that "In order to insure that our recommendations are entirely clear, it appears advisable to summarize as follows:

- "1. No employee of the Ethiopian Mission should be paid a salary which exceeds the maximum increment of the grade in which his position is classified.

- "2. Final classification decision is left to EEO"

Headquarters emphatically rejected the EEO half-hearted suggestion that, if necessary to justify a different treatment for the Ethiopian personnel, the whole group of similar cases throughout Europe be considered. Even the suggestion that DFM II 443 be modified for demerit ratings during the liquidation period was disapproved after much HQ-EEO consideration.

In summary, Dr. Park's case is no different from other cases where adjustments in salary have had to be made in accordance with regulations. Original commitments by EEO officials concerning Dr. Park's retention of a salary beyond the maximum of Grade 13, which were made on the basis of policy prevailing on 1 January 1946, would naturally be superseded by later regulations of UMMH-wide application. Personnel regulations and salary rates in effect at the time of an employee's appointment have not been regarded as constituting irrevocable or non-amendable contractual agreement between the Administration and the employee concerned, particularly in the case of salaries. While Dr. Park did not receive a decrease under the terms of EEO Administration Order No. A-180.5, under the "escape" clause in section 7(b),

the later Headquarters provision in EPM II, section 443, left no loop-holes from the rule that employees are not to be paid salaries in excess of the maximum rate for the approved grade of their positions. Dr. Park has offered no concrete evidence that any responsible WUSA official gave him a commitment that his salary would not be reduced in keeping with the specific and unequivocal provisions of EPM and Headquarters orders. Therefore, there seems no basis for over-ruling the clear necessities of both EPM and Headquarters orders in this case by revoking personnel actions already in effect.

ILPOM:ryb

15 September 1947

TO: Frederick C. McMillen, Chief
Bureau of Administration

FROM: Cyril E. Paquin, Chief
Records Section

SUBJECT: Records survey New York Office

Beginning with receipt of "Notice of Availability" all steps incidental to receiving shipments in the New York Area and getting them aboard ship, i.e., handling, cartage, storage, marking, strapping and packing, etc., are handled in this office. Actually, Headquarters advice that these steps have been taken is receipt of copies of ship manifests, which attest that certain items are aboard ship.

The bulk of the files consist of copies of forms, many of which originate in this office, with relatively little accompanying correspondence. In round figures the volume is:

Ocean Shipping Branch:

	Linear Feet
Forwarding Unit	123
Traffic Unit	14
Voucher Audit Unit	26
Inventory Warehouse Unit	28
Control Unit	15
Admin. & Misc.	30

Bureau of Administration Unit

General	4	
Div. of Personnel	2	6
Total		<u>242</u>

Although a large part of the material is inactive, possibly 80-85%, it does not appear advisable to transfer it to the Records Depository at

New York Office - 212.2

this time. There is a small but steady amount of checking old records, chiefly regarding claims, and it can be done most efficiently in this office as long as the personnel is available.

Auditing of the records has been kept current. A member of the Internal Audit Staff brought the commodity accounting up to date as of 5 September, and it was planned to keep this audit current thereafter by transmittal of the necessary forms to Washington. The voucher audit has been kept current by a member of the Audit & Claims Division staff and, although he is being terminated 30 September, arrangements are being made for continuation of his work by another employee in the New York Office. I am informed that following closing of the office there will be a final audit reconciliation which will require a further checking of the records by auditors, but which will be done here. The requirements of the external auditors have not yet been checked with them.

The exception to the recommendation to leave the records in New York until the office closes is a "rolling record" of contributions. This is a complete record of "in kind" contributions and should greatly aid the contributions audit now being made. There are some 315 entries under the title of "Miscellaneous Contributions", each line showing:

- (1) control no., (2) date shipped, (3) Advice of Receipt,
- (4) Vendor, (5) no. of packages, (6) commodity, (7) weight
- (8) Instructions, (9) Destination, (10) date available,
- (11) Package list no., (12) F.A.S. no., (13) Date delivered out,
- (14) ship.

In addition there are columns in which is indicated whether or not the following charges have been assessed against an item:

- (1) handling, (2) cartage, (3) storage, (4) marking,
- (5) strapping, (6) packing, (7) labor.

Also, under the heading "Miscellaneous" there are entries, numbered from 8000 thru 8808, in which is posted the details of purchase orders made against contributions (countries & others). And in Cabinet #13638, adjacent, is about one drawer of folders containing copies of forms, transmittals and correspondence relating to these ledger entries. I should like to recommend that this material be packed and sent to Washington at once (possibly through my office so that we would have a record of its receipt and transfer to the auditors).

Mr. Canada is screening the comparatively few files which are in his office and it appears that there will be about 2 feet of his records, which I suggest be shipped to the Records Depository when he leaves 30 September. I was advised that the personnel records are to be sent to the Personnel Division here when Mrs. Andrews is terminated.

15 September 1947

MEMORANDUM

TO: Frederick C. Wheeler
Chief, Bureau of Administration

FROM: Irving L. Poerner
Management Analyst

SUBJECT: salary of class II employees in China

Cable 183 to PRCM Geneva (reported as 7575 to Shanghai) replied to PRCM's request for details on UNRRA's personnel and salary policy for locally employed personnel in China with a brief summary, and directed a request to Shanghai that they furnish Geneva more detailed information.

The China office has transmitted that information in a letter (No. 31297 dated 20 August 1947) to the Executive Secretary of PRCM, a copy of which has been received in this office.

Besides offering a good, brief statement of salary and personnel policies for China class II employees (over half of whom are of non-Chinese nationality), the report provides current salary figures for the China office as of August. The base salary of a class II employee in a grade II position with "C" efficiency ratings is now equivalent to nearly 10,000,000 Chinese dollars per month. This represents roughly the equivalent of about US\$600 per month at the official rate of exchange, but less than \$275 at the open market rate. This amount is about the largest class II salary in Shanghai. It is approximately six times as much as the lowest class II salary rate.

SA "C" efficiency rating represents a scale 1 1/2 times higher than the "B" group, which in turn is 1 1/2 times higher than the "A" group.

CC: INFORMED
OFPA

ILPoerner:vb

China Off - 450- (Class II)

14 September 1947

MEMORANDUM

TO: Frederick C. Wyllen
Chief, Bureau of Administration

FROM: Irving L. Feuer
Management Analyst

SUBJECT: Settlement of accounts of Russian Nationals

With the possible exception of one case, the voluminous record on the problem of settling the accounts of Russian nationals employed by UNRRA can now be closed. The complete story encompasses a file of documents almost an inch thick and involves a complex pattern of problems covering home stations, home accounting offices, field allotments, currency of terminal payments, appropriate salary scales, eligibility for within-grade increases, and several other factors, all of which required extensive communication over many months with HQ both at the EC-FEC level and the CEC(HEO)-CFA(HEO) level.

The origin of nearly all these problems can be traced directly to earlier failure to document oral understandings given to Russian employees by top-ranking UNRRA personnel, usually involving commitments which were not, or could not be, properly implemented.

In summary, the policy on employment of Russian nationals (basically established in cable 5135 to HQ dated 27 April 1946) is as follows: (a) home station Moscow; (b) home accounting office London, except for those employed at Headquarters, whose HQ is Washington; and (c) continental salary scale with living allowances for those employed at all offices and missions except Headquarters where the U.S. salary scale without living allowance prevails.

Perhaps the most complicated phase was that dealing with the currency and the procedure involved in the payment of home allotments and terminal payments. London insisted on rubles or local currency as the only alternatives; Headquarters wished to open the way for sterling where appropriate to protect the employees or conserve our funds. Under an arrangement worked out by Colonel Britain with Russian authorities, the policy was finally established and transmitted to HQ in a directive dated 24 January 1947 that USSR nationals in the field whose home accounting office was designated as London would have the option

USSR - 450 (Salary - nationals)

of payment of salary and related terminal balances accrued to their credit in either (a) local currency of the country in which they were employed, or (b) sterling to the credit of the employee in the Imperial War Bank in London.

For USSR nationals employed in the field with Washington home accounting office (this included several employees in Europe — for example, the chiefs of mission in Yugoslavia and Czechoslovakia, a field observer in Finland, and one or two employees in Poland, Yugoslavia and Czechoslovakia — and also two or three employees in China, as well as Washington Headquarters employees), a similar alternative was worked out, the bank in question being the Chase National Bank in New York City (for the State Bank of USSR, Moscow). In practice, however, where employees with Washington home accounting office already had going banking or other arrangements for payment of their home allotment and terminal payments, these were not disturbed by the new policy.

Since neither of the options open to USSR Russian personnel with London home accounting office would, for obvious reasons, be as advantageous to the individual employee as the alternative types of payment available to USSR American or British employees, for example, who could have their accounts settled and paid directly in the currencies of their own country, and since the payment of sterling to non-U.S. residents might (according to HRB information) presumably have involved currency complications, Headquarters requested that HRB report on the alternatives selected by the Russian employees in each field mission, on the administrative problems which may have arisen in carrying out the policy, and on the reactions, if known, of the employees concerned.

London has finally reported that no administrative problems arose in carrying out the Administration's policy, and no unfavorable reactions on the part of the employees concerned came to HRB's attention. The attached list shows the alternative selected by each of the Russian employees with London home accounting offices who had not been terminated by the time the policy was placed into effect. You will note that three employees in Yugoslavia, two in Italy, and one in Hungary accepted terminal payments in local currency, while all the remainder preferred sterling to their credit in the accounts of the Imperial War Bank. There is at least one doubtful case on the list, namely M. Serezhko, who is shown as having been paid off in local currency. Since his account is supposed to be settled by Washington, his home accounting office, rather than HRB, the Payroll Branch is looking further into this matter.

The method by which these USSR employees have had the sums to their credit transferred from the bank in London to their personal accounts or to their home allottees at their home station, Moscow, presumably in local currency, is not known, at least as far as Headquarters is concerned.

Attachment 1

cc: IKRomer
Jaffaridid
Sullivan

10 September 1947

To: Mr. Frederick C. McMillan
From: Fred Long

With reference to the attached, I did have some discussions with Mr. Fulladon regarding his expense accounts and my feelings are as follows:

1. With reference to overpayment of per diem allowances, where Mr. Fulladon computed on a full day and not on portions of days, I do not feel that these should be allowed.
2. Regarding the \$30 charge for taxis and other incidental expenses, I do not recommend approval. My reason is as stated in para 5 below.
3. With reference to purchase of stationery and coffee bags, I recommend that these be approved.
4. With reference to representation allowance in the amount of \$25 expended in entertaining the Minister of Foreign Affairs of Guatemala, I recommend approval.
5. With reference to disallowance of \$253.00 transportation by private car, Mr. Fulladon's statement that he was of the opinion that said sum should be written off was not quite accurate. I stated to Mr. Fulladon that if he could give me sufficient itemization and justification for this expenditure, I would recommend that it be given favorable consideration. However, although a breakdown is given in Mr. Shannon's memorandum to you, I still do not feel that there is sufficient justification for us to pay those amounts. If you take into consideration the fact that by not hiring a car it would have been necessary for Mr. Fulladon to remain an additional day in each of the places visited, it still would have been a great deal cheaper for UNRRA, taking into account also that on one day, namely, 1 September, our rental cost us \$75.00 and rental on 26 January cost us \$63.00. In talking with Mr. Fulladon, figures were not stated, only that he had had certain disallowances made for private car hire which he attempted to justify. However, as stated above, I feel that the amounts are excessive and do not recommend approval.

446 - Fulladon

Security

8 Sept., 1947

TO: Frederick McMillen

From; Ralph B. Thompson

Subject: George S. Deans' Claim for Transportation from
Washington to Oslo, Norway

Mr. Deans is a terminated employee formerly connected with the
DP Operation.

etc.

100- Deans, Geo S

LSvenson/mla

9 September 1947

MEMORANDUM

TO: Frederick C. McMillen
FROM: Louis Swenson
SUBJECT: With Further Reference to My Memo of 8 September 1947
"Report on New York City Office Operations"

This will confirm the conclusion of our discussion with George Marshall, Director, Direct Procurement Division, that in order to safeguard the interests of the Administration we feel that Alma Otto should be continued for at least another month, regardless of any previous recommendations by the New York Office and the management analyst who conducted the survey.

LSvenson/mla

400-Otto, Alma

4 September 1947

MEMORANDUM

TO: Mr. Frederick C. McMillen

FROM: Louis Swenson

SUBJECT: Per Diem of Dewey T. Jones, in Honolulu

I recommend approval of an adjustment of per diem for Mr. Jones under the following conditions:

1. That Jones' per diem be increased to \$12.50 subject to approval of like amount to Mr. Milton Wisser, or if in accordance with Mr. Wisser's request a different per diem is established, it should be the same for both parties;
2. That the rate of \$12.50 be set to begin as of 1 November 1946. I suggest this date as a reasonable one in view of the fact that the OPA regulations for most cost-of-living items were terminated or became ineffective prior to 1 November 1946. I have discussed this with Mr. Jones and am assured by him that the very great increase in the cost of meals and lodging took place immediately after the cessation of OPA controls. I can substantiate from my own experience in Honolulu during March and April 1946 that the cost of meals was at least 50 per cent less than those specified in paragraph 3, page 2 of Jones' memorandum, which are current costs.

Attachment--Memo-Jones/McMillen 26 August

LSwenson/mla

400—Jones, Dewey T

2 September 1947

TO: Frederick C. McMillen
FROM: Harry C. Lamberton
SUBJECT: CWT Personnel

When I was in Shanghai of December of last year, I talked to Jerry Jacobson about the procedure which was followed in hiring foreign personnel for CWT. Mr. Jacobson informed me that the great bulk of the foreign personnel hired for CWT had signed up under the so-called Manila form of contract in which UNRRA acted as a hiring agent for CWT and pursuant to which UNRRA assumed the responsibility for home allotments and repatriation.

Mr. Jacobson indicated that some few had been hired at Headquarters and that after Mr. Cavanaugh took charge of CWT operations, some were hired in Shanghai as Class I personnel.

Mr. Jacobson informed me that he was then working on a plan to have the shipping companies that were operating the CWT vessels assume the obligation for home allotments and repatriation, discharging UNRRA of obligations in this regard. Mr. Jacobson had hoped that negotiations might be successfully concluded along these lines by Spring of 1947 but I have received no report from him indicating that any such agreement was ever reached.

I assume that the originals of these contracts are in Shanghai and I suggest that the China office be asked for a report as to whether the contracts contain any time limitation for repatriation. I am of the impression that home allotments were to cease on 30 June 1947 but this date may have been extended.

cc: Mr. Atkinson

HCLamberton:RN

9-2-47

China Office - 400 (CWT)

Delivered by hand 3/1
2 September 1947.

MEMORANDUM

TO: Mr. Frederick C. McMillen, Chief
Bureau of Administration

FROM: Mr. W. C. Allison, Chief
Administrative Supply &
Surplus Disposal Section

SUBJECT: Typewriters Charged to J. Ronald Day.

1. Mr. Theodore Waller, prior to his departure for the Byelorussian Mission in March of 1946, orally requested one standard typewriter and one long-carriage typewriter for administrative use in the Mission. Accordingly, OARR Requisitions 115-46 and 117-46 were initiated by this office.
2. Two typewriters were shipped to Odessa the 7th of May 1946 on the JACOB C. HARPER. PO Adm 342 identified this shipment.
3. According to Cable 211 from Minsk, two typewriters on the above requisitions were received in Odessa and were to be retained there for use of the Port Officer.
4. Mr. Ronald Day, Port Officer at Odessa, had custody of these machines. Prior to his departure for the United States, he stated that he left these typewriters in the Port Office with the understanding that the Byelorussian Government would obtain a receipt for them from the Port.
5. The Chief of Mission, in Cable 1019 from Minsk, advised that the Government had not received the typewriters and suggested that Mr. Day's Provident Fund be withheld pending clarification of the transfer. This cable was sent for action to the Office of the Controller. Mr. Fairchild forwarded the cable to this office and asked whether or not this office intended to contact Mr. Day for an explanation.
6. Mr. Day was contacted upon his return to the States, and he stated that the typewriters had been left in the Port. A cable was drafted by Mr. George Roessing on behalf of Mr. Day on the 13th of August to ascertain whether or not the typewriters had been transferred to the Government. To date no reply has been received.
7. Mr. Fairchild is at present withholding payment of Mr. Day's Provident Fund pending a decision as to whether or not Mr. Day should be charged for

400 - Day, J. Ronald

the two typewriters. The value of the typewriters is \$228.16.

8. Mr. Day was in my office today and stated that the two typewriters were left in the London Hotel, Odessa, and he is at a loss to understand why the Byelorussian Government had not obtained a receipt from the Port Office for them. Mr. Day believes that a cable addressed to Mr. Robert Dresher, Alusna, Odessa, will substantiate his statement that the typewriters at present are actually in the Port Office. Mr. Dresher is the Assistant Naval Attache in Odessa.

9. It is requested that a decision be made as to whether or not Mr. Day should be charged with these typewriters or whether the release of his Provident Fund is authorized.

Attachments:

MEMORANDUM

29 August 1947

To: Mr. Frederick C. McMillen
Chief, Bureau of Administration

From: A. H. Leavitt, Archivist and
William Downing, Personnel Security
Officer

Subject: Destruction of Personnel Records

In accordance with your instructions we accompanied the records described below to the District Incinerator at First and O Streets, S. E. just before noon and witnessed their destruction by burning in the incinerator:

Security and Investigation Files taken from three cabinets in Mr. Downing's Office, Room 932.

Rejected Application Files taken from seven cabinets in the LaSalle Building basement in charge of Mr. Paquin.

AHLeavitt/sk
29 August 1947

cc: Mr. Downing

212.2 (records, Personnel)

Refile
26 August 1947

MEMORANDUM

TO: Mr. Fred C. McMillen, Chief
Bureau of Administration

ATTENTION: Mr. H. Blundin, Chief
Travel Branch

FROM: Ernest Weissmann, Acting Director
Industrial Rehabilitation Division

SUBJECT: Authorization of Signature.

It is requested that the signature of Mr. George K. Arnold, Acting Chief of the Industries & Materials Branch, IRD, be honored for the authorization of Forms AD-77 (Request for Domestic Travel); FI-7 (Request for Travel Expenses Advanced), and FI-6 (Voucher for Reimbursement of Travel and other Expenses).

This request is made in order to expedite the processing of these forms and vouchers in the absence of Mr. Ernest Weissmann, Acting Director, Industrial Rehabilitation Division, during which time Mr. Arnold is in charge of the I.R. Division.

Confirmation by you of this authorization, at an early date, will be appreciated.

E. Weissmann/mot
cc: H. Blundin

Q P d
H 00 - Arnold, George K.

25 August 1947

TO: Frederick McMillen
FROM: Harry C. Lamberton

At a recent conference with representatives of the PCIRO, a question was raised as to whether the Administration could properly transfer to the Preparatory Commission certain office furniture.

Council Resolution 99 provides that "the Administration with the approval of the Central Committee may transfer to any of the above organizations or bodies (IRO included) ... the whole or part of its records, files, equipment or other property relating to its operations with respect to displaced persons."

Paragraph No. 2 of the Agreement between UNHRA and IRO, dated 10 June 1947, provides that "The Administration will transfer to the Commission as of 30 June 1947 its equipment, supplies and other property relating to its displaced persons operations." This agreement was contained in the report from the Director General to the Central Committee on the transfer of UNHRA displaced persons functions (CC(47)75), which report was approved by the Central Committee at its 55th meeting on 16 June 1947 (see Minutes, p. 12, (cc(47)86). Legal approval can therefore be given to the transfer to PCIRO of office furniture used by UNHRA in connection with its displaced persons operations.

cc: Mr. Weisl
Mr. Jacobs

HCLamberton:RN
25-8-47

040- IRO

14 August 1947

MEMORANDUM

TO: Mr. Frederick C. McMillen
FROM: Grace W. Tellier
SUBJECT: Termination - Charles C. Smith, Jr.

Reference is made to your memorandum of 8 August 1947 to Mr. Chait regarding the above entitled matter.

After reviewing the file, we would like to suggest that you have Dun & Bradstreet (assuming we have their service and it is not too expensive) give us a report on Mr. Smith's financial responsibility so as to know whether he could be made to respond on a judgment if one were obtained against him.

In the meantime, we think that a letter should be written him by this office pressing him for payment. We are, therefore, writing him and a copy of the letter is attached for your information.

If Mr. Smith refuses to respond to our letter and Dun & Bradstreet's report indicates that a judgment would be collectible against him, we can put the matter in the hands of someone on the ground to bring suit against him.

It is also suggested that inquiry be made of Dun & Bradstreet to ascertain if they have anyone on the ground who makes collections of this kind.

Attachment
GWTellier/gbt

400 - Smith, Charles C. Jr.
(security)

14 August 1947

MEMORANDUM

TO: Mr. Frederick C. McMillen

FROM: Irving L. Posner

SUBJECT: Administration of Security and Related Files in Personnel Division

For the sake of the record, I am listing below the determinations made as the result of your meeting with Miss Kramer, Mr. Lend, Mr. Leavitt and myself, concerning disposition of security and related files maintained in the Division of Personnel.

1. The Health files will be retained for the time being in their present location. It is probable that they will be screened for removal of items of a particularly confidential nature, with remaining material combined with personnel and fiscal folders into a single individual personnel record for each employee. The Health files will be of continuing importance in connection with consideration of compensation cases.
2. All application files covering individuals who are not now and have never been employed by UNRRA will be destroyed if this has not already been done. The investigation and security reports contained in such files will also be destroyed, after screening to insure that they do not pertain to present or former UNRRA personnel.
3. The investigation reports of those now employed or at one time employed by UNRRA will be segregated and set aside for the time being while determination is made as to final disposition. It is anticipated that if they are turned over to United Nations, there will be specific restrictions on the use which shall be made of such files and the length of time they shall be retained before destruction.
4. In the meantime, plans will be made by the Bureau of Administration concerning the shipment to Headquarters and eventual disposition of all personnel files now in the possession of EEO, Cairo, Paris, Southwest Pacific Area Office, and other UNRRA home accounting Offices.

ILP

212.2 (Personnel)

11/3/47

5. Action will be taken immediately to segregate all investigational and security material from personnel folders with the exception of summary face sheets. Similar instructions will be transmitted immediately to China, Southwest Pacific, ERO, and other home accounting offices.
6. A study will be made by the Bureau of Administration concerning the possibility of combining individual fiscal records with the personnel folders into a single personnel record for each employee.
7. The Archivist and the Division of Personnel will work together on all questions of records disposition to insure conformity with the overall archives and records disposal plan and established disposition procedures.
8. Mr. Downing and his secretary will have their positions extended until at least 31 October 1947 to complete the segregation work and to continue the residual utilization of the security files. It is understood that continuance of Mr. Downing's position after 31 October will be dependent upon his concurrent activities in connection with the outplacement program and not solely upon his familiarity with the security files. In other words, if Mr. Downing is retained as a member of the Outplacement Staff, it may be necessary to release another placement officer who might otherwise have been retained after 31 October.

cc: I Kramer
Archivist

ILPosner/bls

OFPA Ref. 235/6

12 August 1947

MEMORANDUM

To: Mr. Frederick C. McMillen
Chief
Bureau of Administration

From: F. D. Harris, Chief
Far Eastern Affairs

I am in receipt of your note of 8 August. As you may know, the CWT personnel with which our cable dealt are not UNRRA personnel and in the past we have not been obtaining clearance from the Bureau of Administration or making a rule of consulting the Bureau of Administration on policy matters affecting this personnel.

If, however, it is your feeling that the Bureau of Administration should be brought into discussions on this question, we should be very glad to comply and I am sending a copy of this memorandum to Mr. Atkinson, who handles CWT.

A somewhat similar situation arises for contract fishing personnel, although in this case in the latter phases, the Bureau of Administration did come into the picture and have since been kept in the picture.

cc: Mr. Atkinson

400 - CWT

11 August 1947

MEMORANDUM

TO: Mr. F. C. McMillen
Chief
Bureau of Administration

FROM: Mr. A. H. Leavitt
Archivist

SUBJECT: Report on the Records Survey

The attached status report from Mr. Paquin on the records survey in the Dupont Circle Building shows a total of 4,113 feet 11 inches of records surveyed. This figure covers everything in this building except records in the Office of the Historian and small residues in the office of the Chief Executive Officer and in the office of the Chief, Bureau of Administration and the files in the Central Registry. To be added to these will be the records in the La Salle Building, namely those of the office of the Controller and those of the Records Section deposited in that building. The survey of the records of the office of the Controller will be begun next Thursday. This means that the survey of all UNRRA records in Washington will be completed in short order except for those in the Records Section and the Central Registry. Work has been begun on these also and will be completed as soon as possible.

A considerable part of the inventories covering these surveys still have to be edited by Mr. Paquin and then retyped properly. When this work is completed we shall have a valuable body of information to serve as the basis for planning the preservation and arrangement of the valuable records and elimination of those that have no value.

Attachment

212.2

*delivered
by hand 8/8*

8 August 1947.

MEMORANDUM

TO: Mr. Frederick C. McMillen, Chief
Bureau of Administration

FROM: Mr. W. C. Allison, Chief
Administrative Supply & Surplus Disposal Section.

SUBJECT: Disposal of Surplus Administrative Property
at Headquarters.

1. Administrative property valued at \$885,581.87 has been disposed of through 31 July 1947. This value is the cost to UNRRA, and the property consisted of office furniture, office machines and equipment, surplus food, clothing and PX stocks.
2. Cash receipts and transfer of funds within the Administration show, or will show, a return of \$703,168.95. This is a return of approximately 82% of the cost of all property disposed of through July 1947.
3. Approximately 25% of surplus UNRRA administrative property has been transferred to successor International Agencies and agencies of foreign governments. These International Agencies have received property from UNRRA at a discount of from 20% to 40% of the original cost to UNRRA. The remaining 75% has been sold on the open market through sealed bids.
4. As of this date, there are approximately 9,700 pieces of non-expendable administrative property to be disposed of at an estimated cost to UNRRA of \$379,000.
5. Disposal of surplus property is proceeding on a current basis. The major portion of administrative property is declared surplus at the end of pay periods and upon consolidation of office space. Mr. Winfree, Surplus Property Officer, is sending out one or two "Invitations to Bid" per month. These Invitations are sent to approximately 150 bidders, exclusive of International Agencies. There is little demand from such agencies at present, and any demands are by direct negotiation instead of by "Invitation to Bid".

WAllison/mab
8 August 1947

CC: LEWinfree

777 - (Adm)

8 August 1947

MEMORANDUM

TO: F. C. McMillen

FROM: Louis Swenson

SUBJECT: Representation Allowance and Per Diem for R. Torres-Mazzoranna

This is in reply to your memorandum of 5 August requesting my reaction to R. Torres-Mazzoranna's request as contained in his memorandum to you of 4 August.

1. This whole business of representation and per diem allowances for our representatives to Latin America has had a long, involved, and unfortunate history. You will recall that I was a senior staff member of the first two Missions to Latin America for the purpose of requesting funds--the first being the Duggan Mission to Brazil, which secured a contribution of \$30,000,000 from the Government of Brazil; the second being the Santos Mission which visited Mexico, Venezuela, Colombia, Ecuador, Peru, and Chile, after which Messrs. Duggan, Garcia Palacios, and myself continued on to Bolivia, Paraguay, Uruguay, and then up to the Caribbean countries. Both Mr. Duggan and I felt that for most of the countries the per diem was not adequate and that our representatives should be given a representation allowance to use as they saw fit. This was based not only on the experience of the two Missions of which we were members, but also on Duggan's previous knowledge and experience in dealing with Latin Americans.

The Administration gave me a letter of credit for \$10,000 to cover the expenses of the Santos Mission. As I recall, the total expenditures were in the neighborhood of \$6,700. An analysis of the voucher submitted in support of these expenditures will show that the Administration recognized the legitimacy of expenditures for entertainment of government officials, newspaper and other information representatives, important public figures, et al. With respect to my personal account, I can say categorically that I would have been considerably out of pocket had it not been for the fact that I was the guest of Mr. Santos during the entire stay in Colombia and that certain of our expenses in Chile were paid by the Government of Chile. This enabled me to break about even, but I recall some of the outrageous costs which, in fact, were at least twice as much as the per diem I received from UNRRA. For example, the hotel in Caracas (of course, when one is a member of a Mission or has to deal with

high government

400 - Javier - Mazzoranna, R.

8 August 1947

high government officials, one must stay at the best hotels) cost us \$15.00 a day, which of course did not include tips, laundry, eating out when away from the hotel, and other little expenses which are difficult to keep track of and to include in one's expense account. The situation in Lima, Mexico City, Havana, and Rio was only slightly better than in Caracas. As a result of this experience, on numerous occasions I have tried to get increased per diem for our people and except for some very small increases my efforts were unsuccessful.

Now, when we returned, Duggan and I discussed the problem of representation allowances with the then "Powers that Be" in Finance. I recall that Kenneth Dayton, Harry Knight, and others agreed with us. Duggan felt that \$50.00 a month would be adequate to cover the little things that one must do, such as buying refreshments, as one meets and negotiates with people; flowers for special occasions, and other small gratuities which are considered a social necessity in these countries. As I recall, it was our idea that although they were to submit vouchers showing in general how the funds were spent, our men would not be expected to account in detail for every single nickel spent. Furthermore, if it was necessary to have a "State" dinner, for example, costing perhaps as much as \$100.00, they would be allowed to do this without securing a specific authorization from Headquarters, provided they submitted vouchers detailing the circumstances. It was recognized then that the privilege might be abused, but since the men were required to submit their expense accounts from month to month, we felt we could call them to task for that abuse, should it occur. Sometime after this, unbeknownst to me, certain regulations were written which in effect nullified what I thought had been agreed upon. Be that as it may, the Administration can still deal fairly with several of our representatives who spend a great deal of time in Latin America and who are now in dispute with the Administration regarding these allowances; namely, James McAnish, George Moore, Ramon Escriba, Manuel Crespo, and R. Torres-Mazoranna. I have never known a more honest, or meticulously careful man than George Moore. He tells me that although he does not propose to press the matter, he is, in fact, out hundreds of dollars of his own funds, which he had to spend on strictly UNRRA business. As he put it, he had to work Sundays and evenings, negotiating, arguing, wheedling people with whom he had no personal interest and enjoyment--and at the same time spent his own money entertaining them. Now this is a fact which no one can deny. Escriba has told me substantially the same thing.

2. Now, we come to the case of Mr. Torres. I read his memorandum carefully and have also listened to his verbal argumentation. Frankly, I am perplexed as to what the Bureau of Supply could recommend in his case, since it is obviously impossible for him to really disentangle what might have been purely personal expenditures and the expenditures which were made in the pursuit of UNRRA business. He seems to contend that the only things he bought for himself from the funds advanced him were a few personal effects which he brought back with him. The

difficulty

8 August 1947

difficulty is, of course, that one spends money on one's pleasure and needs whether at home or in Latin American, or anywhere else, and obviously these latter expenses should certainly not be charged to the Administration.

On the other hand, I am sure that Torres is entitled to allowances over and above the per diem established for him. I would suggest that because of the peculiar circumstances surrounding his responsibility and activities while on the Sayre Missions, he be allowed an increase of \$3.00 per diem. It seems to me that this would be a reasonable and justifiable increase to cover such items as cost of meals away from the hotel, excess laundry and dry cleaning charges, and the extra taxi fares which one simply forgets or does not include in the expense accounts.

As for the extraordinary expenses growing out of the fact that, as he says, "When Mr. Sayre saw ten men, I had already seen fifty," and presumably had to spend money for refreshments and other niceties in so doing, it seems to me that it is up to the Administration as to what sort of documentation they would require to support any allowance covering such expenditures. I, frankly, do not know the answer, but in view of what Mr. Marsh told Mr. Escriba in my presence, I presume you would require some specification as to dates, places, and items.

LSvenson/mla

cc: R. Torres Mazzoranna

Central Reg

8 August 1947

To: Mr. Frederick C. McMillen
From: Fred G. Long
Subject: Space

For your information, following is the present position of our office space in the Dupont Circle Building.

At the moment we have approximately 70 vacant rooms scattered throughout the Dupont Circle Building from the 2nd to the 10th floors. We are now working on various moves in order to consolidate and also making certain plans for future moves which will fully utilize all space retained by UNRRA.

At the present time, as you are aware, the Food and Agriculture Organization occupy the 11th and 12th floors of this building; UNRRA occupies from the 2nd to the 10th floors. You are also aware that I have been working on plans with Mr. Curcio to move the Bureau of Administration off the 9th and 10th floors down to the 2nd and 3rd floors in order to consolidate the Bureau and in order to get us located where we will not be required to move again prior to the actual liquidation of UNRRA's operations in the Dupont Circle Building. At the present moment we plan, if at all possible, to move off the 9th and 10th floors by around the first of September. Also around this date we may be able to move the remaining staff of the Bureau of Supply off the 8th down to the 6th floor. If this is done by the aforementioned date UNRRA will almost fully occupy the 2nd to the 7th floors, inclusive. Under the terms of our agreement with the Food and Agriculture Organization they will be offered the 9th and 10th floors.

As regards the 8th floor, the International Children's Emergency Fund is at present occupying 25 rooms on the 3rd and 4th floors and the PCIRO is occupying 10 rooms on the 3rd floor. Although I understand that in all probability the Children's Fund will not require any more rooms than what they are presently occupying, IRO, I have been informed, will in all probability need the total of around 20 rooms some time the first of September. In view of the fact that a floor in this building

260 - (space)

8 August 1947

contains approximately 45 rooms, it is our plan to move the Children's Fund and IRO to the 8th Floor and they then, therefore, will be able to plan and work out amongst themselves the specific rooms they will occupy. If by any chance the Food and Agriculture Organization does not wish both the 9th and 10th floors, but only require one additional floor, under the terms of our lease they will be required to take the 9th, 10th and 11th floors and vacate the 12th floor so that it can be turned back to the landlord of the Dupont Circle Building.

To recapitulate the above, therefore, effective approximately 1 September, space in this building will be as follows:

UNRRA	- 2nd to 7th floors inclusive
ICEF and PCIRO	- 8th floors
FAO	- 9th, 10th, 11th and 12th floors
	or
	9th, 10th and 11th floors with 12th floor being returned to building owners.

For your further information, at the present moment we are also furnishing space consisting of one room to CARE and two rooms to the Soviet Purchasing Commission. If we effect the moves as listed above, we will not have any trouble finding three rooms on the lower floors to accommodate the two aforementioned organizations.

5 August 1947

To: Frederick C. McMillen
From: Louis Swenson
Subject: Home Station of Ramon Escriba

Approximately 1 October 1944 I was in San Juan en route from Rio to Washington, so I took the opportunity to see Mr. Escriba with particular reference to securing his services for UNRRA in connection with Latin American operations. He said he would like to come to work with the Administration, subject to the willingness of the War Food Administration to release him. I told him I would take it up with the Executive Officer of the Bureau of Supply (which of course was you) and that it was my understanding that the Administration would not actually put him under employment until he was personally interviewed in Washington, but if he were called to Washington he would be reimbursed for his transportation.

It happened that I was in Washington only for two or three days before proceeding to Mexico City to join the Santos Mission, but as I recall, I discussed this matter briefly with Thad Martin and instructed Torres to proceed with processing Escriba's papers, which he did. The Administration (I assume the Health Division) sent Mr. Escriba the medical examination blanks and requested that he be examined by the Naval Medical Officer at San Juan. He followed these instructions, and unquestionably the Naval Medical Officer returned the blanks, because he was approved for appointment. We have not been able to find anything in our files which specifically instructs him to proceed to Washington. We think this was done by phone, or if a letter was written the copy has been misplaced. No one seems to remember, but obviously he was asked to join the Administration.

Therefore, on the fact of the facts of the case it would appear that San Juan, Puerto Rico, is Mr. Escriba's home station and he should be reimbursed by the Administration for the cost of his transportation in reporting to Washington, D. C. I therefore request your approval of the attached claim from Mr. Escriba for his transportation by air from San Juan, Puerto Rico, to Washington, D. C.

LNSwenson:EMc

400- Escriba, Ramon

5 August 1947

MEMORANDUM

TO: Mr. F. C. McMillen
Chief
Bureau of Administration

FROM: Mr. A. H. Leavitt
Archivist

SUBJECT: Meeting with Mr. Weisl

I was called to Mr. Weisl's office for a meeting at 10:45 this morning with Miss Fox to discuss with him a letter received from Dr. Goodman, Director of Field Services of W.H.O. Interim Commission at Geneva, with regard to making UNRRA records relating to health matters available to that organization. As a result of this meeting I was requested by Mr. Weisl to draft a reply to Dr. Goodman's letter.

AHLeavitt/mm

040 - W.H.O.

1 August 1947

TO: Frederick C. McMillen

FROM: George J. Gould

Some time ago I informed Mr. Marsh of an impending increase in international telegraph rate changes. This increase has finally been approved by the Federal Communications Commission and I judge will raise UNRRA's communications expenses about 25% to Europe, 10% to South America and approximately 50% to China. Below is the way the rates shape up, present and future: The new rate is effective about 15 August.

<u>POINT</u>	<u>OLD FULL RATE PER WORD</u>	<u>OLD NITE LETTER RATE PER WORD</u>	<u>NEW FULL RATE PER WORD</u>	<u>NEW NITE LETTER RATE PER WORD</u>
From U.S. to Central & South America	.10	6-2/3	.11	7-1/3
To Europe in- cluding Turkey and the Soviet Union	.10	6-2/3	.12½	8-1/3
To Transpacific points	.10	6-2/3	.15	10

ERG:vmk

211 (rates)

30 July 1947

Mr. Frederick McMillen, Director
Medical & Sanitation Supplies Division
UNRRA
1314 Connecticut Avenue, N. W.
Washington, D. C.

Dear Mac:

After today's jamboree there seems little doubt that I am actually about to leave UNRRA. As I remember it, it was you who signed me up in the first place. There have been times when I have wondered whether you did me a good turn, but on the whole it has been an extremely satisfactory period in my life, to which you in your various associations have contributed a lot. My only regret is that I did not earlier make greater use of the ample administrative capacity which I have always felt you possessed. You have had a very large part in the construction of the machinery of the Bureau of Supply which, in spite of its numerous squeaks and hot bearings, has rolled along to a pretty successful close. I think that I have already said that in the long run we shall have few excuses to make for it.

The job you have done in the salvaging of what has been undoubtedly the messiest situation we have faced in the Medical Division has increased your stature in the minds of everyone in the Administration, as well as with the various receiving country representatives. You were a brave one to undertake it and you have done a magnificent job.

As you know, I have paid you the highest compliment I could award by wanting to take you along with me to my next job. However, I am aware of the needs of UNRRA. I am so confident of your ability to wind up happily the new job to which you have been called that I can only wish success and satisfaction there. When you are ready to move on to something else, be sure to let me know.

Sincerely,

Karl Borders, Chief
Bureau of Supply

KBorders:ec

400 - Mr. McMillen, Frederick
(Security)

22 July 1947

To: Mr. Frederick C. Schiller

From: Harry W. Marsh

The attached communication from the Director of the China Office to the Chief of the Office of Far Eastern Affairs raises a question with regard to the policy of the Administration which coerces returning Chinese personnel into using air transportation instead of surface transportation.

The policy of the Administration has been to return the employees by air because we had two or three chartered planes which were flying back and forth, and unless they were full we could not make the cost of the chartered plane pay. The day of the chartered plane is probably past, and although it is better for us to be relieved of the necessity of paying salary for the length of time that it takes for surface transportation we may not have sufficient facilities for air transportation for all of the returning Chinese personnel to justify that policy in the future. In other words, while it can be continued during the summer months when there are very few people traveling across the Pacific for UNRRA, it may be necessary in September or October to reconsider the present policy of only paying salaries for the period of time in transit taken by air transportation.

The other matters referred to in the letter attached are for information only.

Attachment

China Office - 821 (air)

1 July 1947

MEMORANDUM

TO: F. C. McMillen
FROM: L. Atkins
SUBJECT: Report on Penicillin Production Meeting, Prague

Left Washington 11 a.m. Sunday, June 15, arrived Prague 6 p.m. Tuesday, June 17.

Due to late arrival, I found that meetings on the technical phases of penicillin production had been held both Monday and Tuesday, June 16 and 17. The main technical questions had been cleared away ready for procurement reporting at the Wednesday, June 18, meeting, the first in which I participated.

Country representation was as follows:

Czechoslovakia - fully represented by all trainees and those now charged by that Government with the responsibilities of erecting the plant and production. Dr. Kruta of the Czech Ministry of Health acted as rapporteur of the conference.

Italy - not represented, although I ascertained that invitations had been issued.

Byelorussia - represented by Mr. Hagen of the UNRRA Mission, Minsk.

Ukraine SSR - also represented by Mr. Hagen.

Poland - represented by Buhaterewicz and Goscilka of the Ministry of Industry and Foreign Trade, Warsaw.

Yugoslavia - not represented.

In view of the spotty representation at this conference, I made the suggestion that the Czechoslovak Ministry of Health take the initiative in formulating a method of inter-country cooperation for the dissemination of information drawn from their experiences in setting up their UNRRA penicillin plant and getting into production following the withdrawal of UNRRA from the international scene. This was readily agreed to and after clearance with Minister of Health Prochaska, Dr. Kruta agreed to

1. Circulate a full report of the proceedings of the conference, both with respect to procurement and production to UNRRA Washington and each of the receiving countries.
 2. Issue to each receiving country an invitation to participate in monthly meetings to be held in Prague for the exchange of developmental information and the discussion of mutual production problems.
 3. Initiate such joint action as may be indicated by these discussions through appropriate international bodies such as the World Health Organization.
- med*

755.1 (Penicillin Prod)

This is about all that could be done under the circumstances to "tidy up" UNRRA's responsibilities following the liquidation of our Missions. It is my belief that the Czechs have, of all the receiving countries, made the most practical approach to their problem of producing penicillin. Their plant building is almost ready for the reception of the machinery, their plans for the use of the production in the national economy appear to me to be sound and well laid and the morale of the workers engaged in the project is high. It is quite evident that they will be first in production and that if the other receiving countries see fit to take advantage of their offer of periodic consultation, their experience will provide many "short cuts" which should prove of immense value in shortening production time for the other countries. It is unfortunate that the Russian trainees were not present, but to cover the situation, Mr. Hagen submitted to the Minsk Mission a detailed advance report which he undertook to transmit without delay to Kiev.

All delegates were most appreciative of the "up to the minute" procurement reports and particularly of the advance blue prints and operating manuals furnished. These will be of great value in plant layout planning.

It was anticipated, in calling this conference, that Mr. Hendershott might be embarrassed by production method questions upon which he had been forbidden to comment. As I watched the trainees discussing their problems with him, it was evident that both enjoyed the "shop talk" to the point that many of the questions directed at Mr. Hendershott re production, he answered without the slightest hesitation. In my hearing, there were no questions which had to be waived. Discussions as to plant operation were in finest detail and Mr. Hendershott was able to convey many extremely valuable "tips" to the Czech and Polish trainees. Particularly interesting and well received were Mr. Hendershott's points on how to avoid losses due to bacterial contaminations of broth batches.

As you have been advised in Prague Cable 2111 and Minsk Cable 1020, the technical discussions brought to the fore the question of spare parts for the machinery furnished by UNRRA. We have relied implicitly upon the specifications set up by Dr. McPherson of the Connaught Laboratories, but it does appear that there have been minor oversights which may have rather bad consequences. A good example of this is the high speed spindle required in the Sharples Centrifuges. These machines spin at such high speed that the length of life of the spindle is unpredictable, much like the life of a watch mainspring. It may last a week or two months. Once it is out of balance, one either sends the whole machine back to Philadelphia, or puts in a new spindle (worth \$6). Obviously, we should have supplied extra spindles, but they were not specified. The same thing is true of certain bearings. Mr. Hendershott has undertaken to give us a report of the extras he considers to be essential to a one-year operation of these plants such as was envisaged by UNRRA. The money involved will not be known until his report is received. It is my recommendation that everything possible be done to purchase and ship those items recommended by Mr. Hendershott in order that these UNRRA plants may play in full the part intended for them in the Health programs of the receiving countries.

F. C. McMillen - 3

There is every evidence that the receiving countries represented set a greater value on these plants than anything else done for them under the UNRRA medical program. In the case of Czechoslovakia, this was the view-point expressed to me personally by Minister of Health Prochaska. While I am aware that finding funds is increasingly difficult, I should like to reiterate my recommendation that procurement be initiated along the lines to be indicated by Mr. Rensdeshott and I hope that you will be able to support this view.

Attachments - 2

30 June 1947

MEMORANDUM

TO: F. C. McMillen

FROM: L. Atkins

SUBJECT: Report on PC Balances in ERO

I am attaching a statement of the status of Medical Supply PC's as of June 24, 1947 given to me by Mrs. Adams, now in charge of Medical Supply Programs in ERO. You will see that as of that date there were some 53,768 pounds of available funds not required. This included, as is shown, a tentative overcommitment against PC 368 which will become a charge in the event all the so-called hospital textiles are procured. As of June 24, out of a total possible commitment of 191,744 pounds, 51,593 pounds worth were not yet firmed up. Mrs. Adams had considerable doubt that the total amount would or could be committed.

Under PC 362, we had authorized some 14,000 pounds for laboratory glass and equipment for the Chinese program. I found that this requisition had bogged down in ERO and therefore took the matter up both with Mr. Fischel and Mr. Wasson. The orders were cleared before I left so that this amount can now be definitely charged to our China program.

On the insistence of the Ministry of Supply, ERO has promulgated a policy of accepting no new requisitions where deliveries will extend beyond September 30. I have Mr. Wasson's assurance that this policy will not affect existing contracts, some of which call for deliveries through November. Mr. Wasson also indicated that he will "go to bat" for emergency needs but hoped there would be none. With respect to existing contracts, all concerned seemed to feel that we should experience no difficulty in actually obtaining the supplies. If this is so, it probably is unnecessary to police the contracts as vigorously as we shall have to do on the Canadian scene. However I felt it necessary to point out to both Mr. Fischel and Mr. Wasson that we should require a contact if only for shipping and reporting purposes until the entire program is fulfilled. Mr. Fischel stated that he planned to keep Mrs. Adams on indefinitely. Since Mrs. Adams and a Miss Stubbs are the sole survivors of the Medical Supply Division, I felt it wise to raise the issue as I have described above.

In the brief time at my disposal, I looked into the matter of further availabilities particularly with a view to picking up from British sources, supply chemicals for our penicillin plants. As you will have seen in clearing the reply to London Cable 17969, we were able to pick up our requirement of acid phenylacetic. Mrs. Adams is developing the rest of the list and will advise us on further availabilities.

Attachment

Copies to: Mr. Scott
Dr. Weisskopf

782

18 June 1947

MEMORANDUM

TO: Mr. F.C. McMillen

FROM: Hyde G. Buller

Items appearing on the attached sheet are listed in Volume IV of the ERO Report on the status of authorizations, requisitions, contracts and shipments, from the beginning of operations to 31 March 1947.

We believe PC-95 and PC-163 are medical authorizations and we shall appreciate your comments as to whether or not the items covered by these authorizations should be charged to your division.

Attachment

med

E RO-271

<u>Page</u>	<u>Item</u>	<u>Unit</u>	<u>Country</u>	<u>No. of Units</u>	<u>Req. No.</u>	<u>Pounds</u>	<u>Contracted but not Available for ship.</u>	
							<u>Units</u>	<u>: Pounds</u>
38I 1 - 1	Transformer for HLJD-BDSUT	Ea.	Yugoslavia	1	D-41623(PC-95)	312	1	312
38I 1 - 2	" " " "	Ea.	Yugoslavia	2	D-41740(PC-95)	1086	2	1086
35I 1 - 1	Isolating switches for BIDT-BDSUT	Tons	Yugoslavia	2	D-42255(PC-163)	1107	2	1107

MEMORANDUM

10 June 1947

OFEA Ref. 245/7
234/1

TO: Mr. Frederick McMillen
Director, Division of Medical and Sanitation Supplies

FROM: F. D. Harris
Far Eastern Affairs

Thank you very much for the copy of Mr. Yang's memorandum of 5 June addressed to Mr. Watkins. I do congratulate you and Mr. Yang on the remarkable progress made in procurement of supplies for the (Medical) Educational Rehabilitation Program. The figure of \$543,845 is a very large advance on the figure of \$17,000 reached when this question was made into an issue.

FDHarris/mh

med

China - 782

29 May 1947
OFEA ref: 210/27A

MEMORANDUM

TO: Mr. F. D. McMillen,
Director,
Division of Medical and Sanitation Supplies,
830 duPont Circle Bldg.

FROM: F. D. Harris,
Chief,
Far Eastern Affairs,
412 duPont Circle Bldg.

I attempted to get your clearance on this cable for despatch this evening, and as we could not reach you and as it was very urgent, I have now despatched it without awaiting your concurrence. I hope it is alright with you.

enc.
FHH/k

py hand

med

211.41 (Levi)

22 May 1947

MEMORANDUM

TO: Frederick C. McMillen
ATTENTION: J. J. Weisskopf
FROM: R. Torres
SUBJECT: Amendment to Request to Supply UG-13 - Cuba

This is to request preparation of an Amendment B to Request to Supply UG-13 A, Cuba, as follows:

Delete:	36,600 Gross	\$1.36	\$49,776
Insert:	24,184 Gross	\$1.36	\$32,890

As you know, the cancellation of ampules, as indicated above, due to the inability of supplier to deliver, released Cuban funds which have been previously authorized by you for the procurement of shark liver oil. Request to Supply for the shark liver oil is already being prepared by your Division.

There is attached action copy of cable 190 from Havana, transferred to you, which gives information correcting the markings on Bill of Lading No. 77, covering shipment by SS Coastal Captain, which matter has already been discussed and clarified with your Division.

Attachment
RTorres/mc

med

Cuba 755.1 (ampules)

20 May 1947

MEMORANDUM

TO: Fred McMillen
FROM: R. Torres
SUBJECT: Shipments of glass ampules from Cuba.

Cable No. 186 from Havana indicated that bills of lading Nos. 69, 77, and 62 covering shipments of glass ampules on the Coastal Delegate 4 April, Coastal Captain 23 April and Coastal Delegate 7 May were improperly marked as applying against Request to Supply UG -13.

All of these shipments in their entirety should apply against Request to Supply UG-10. I do not know whether this interferes with the distribution of ampules but I am leaving it to you to take the necessary action.

RTorres/lls

med

Cuba - 755.1 (ampules)

MEMORANDUM

May 16, 1947.

TO: Mr. F.C. McMillen,
FROM: J.C. Yang

As per your instructions, I am submitting herewith availability lists from various vendors for equipment and chemical stains for medical schools which amount to approximately \$125,346.72. I was assured by the vendors that all the equipment and stains are from their stock and can be delivered before the end of this month provided we take immediate action. The following is a summary of the lists attached:-

Arthur H. Thomas (Quotation)	\$4,873.39
Will Corp. (Quotation)	62,325.09
Will Corp. (Telegram)	8,792.15
Phipps & Bird Inc.	4,920.39
Refrigeration Engineering Corp.	7,375.00
Gamma Scientific Co.	21,787.50
Gamma Scientific Co.	3,937.50
Instrument Associates	6,290.00
Instrument Associates	2,100.00
Burroughs Wellcome & Co.	1,250.00
Burroughs Wellcome & Co.	1,690.20

\$125,346.72

Incl.

med
755.1

16 May 1947

MEMORANDUM

TO: Frederick C. McMillen
ATTENTION: J. J. Weisskopf
FROM: R. Torres
SUBJECT: Procurement of Anti Venereals in Mexico

There is attached copy of order placed with Hormone Laboratories, Mexico City, covering neoarsphenamine ampules and bismuth subsalicylate ampules authorized by our cable No. 453 and covered by Request to Supply No. UM-52.

Attachment

RTorres/mc

med

Mexico-755.1

16 May 1947

MEMORANDUM

TO: Frederick C. McMillen

ATTENTION: J. J. Weisskopf

FROM: R. Torres

SUBJECT: Procurement of Laboratory Equipment in Mexico City

There is attached copy of order placed with Fabrica de Equipos para Hospital y Laboratorios, S.A., Mexico City, for dressing Doyen sterilizing drums authorized by our cable No. 453 and covered by our Request to Supply No. UM-54.

Attachment

RTorres/mc

mel

Mexico - 755.3 (Lat. equip)

16 May 1947

MEMORANDUM

TO: Frederick C. McMillen
ATTENTION: J. J. Weisskopf
FROM: R. Torres
SUBJECT: Revision of Request to Supply No. UM-48 for
Medical Textiles - Mexico City

In accordance with our previous understanding and our cable No. 453 to Mexico City, we have had to make revisions in the above Request to Supply which call for an amendment of same. To begin with, the original Request to Supply was improperly prepared, since it gave no details of the different items purchased. The amended Request to Supply should indicate under Section (8)A the following commodities:

a) Cotton Flannel, Type "A", 70 cm. wide, gray or bleached, 457,483 metres, @ US\$0.63 per metre	\$ 288,214.29
b) Cotton Flannel, Type "B", 61 cm. wide, 300,000 metres, @ US\$0.43 per metre	129,000.00
c) Muslin, Type "C", 80 cm. wide, 500,000 metres, @ US\$0.52 per metre	260,000.00
d) Mattress Ticking, 75 cm. wide, 15,000 metres, @ US\$0.48 per metre	7,200.00
e) Pillow Ticking, 80 cm. wide, 40,000 metres, @ US\$0.60 per metre	24,000.00
f) 152,480 Pillow Cases, Reyna Brand, Type "F", @ US\$0.72	109,785.60
g) 100,000 Pillow Cases, Metepec Brand, @ US\$0.78	<u>78,000.00</u>

Total.....US\$896,199.89
Mexican Pesos 4,346,569.47 (1)

med
Mexico - 755

The amendment to Request to Supply UM-48 should have a Section (8) C added, reading as follows:

Allocation of Shipments

	<u>China</u>	<u>Austria</u>	<u>Poland</u>	<u>Yugoslavia</u>	<u>Total</u>
Item (a)	210,000	15,000	157,483	75,000	457,483 metres
" (b)	142,500	7,500	100,000	50,000	300,000 "
" (c)	240,000	10,000	175,000	75,000	500,000 "
" (d)	7,500	—	5,000	2,500	15,000 "
" (e)	19,000	1,000	15,000	5,000	40,000 "
" (f) & (g)	125,000	5,000	77,480	45,000	252,480 each

There are attached copy of letter M-1331 from our Mexico City office with attachments covering the revisions in the above Request to Supply.

Attachments- 4

RTorres/mc

¹The amount of US\$52,922 or Mex. Pesos 256,671.70 should be added for accessorial charges or "aforo" tax.

Justification for the Amendment. Difficulties in production by the supplier made it necessary to cut down Item (a) and substitute by increasing the quantities of items (c) and (f) in order to use funds released as a result of the cut-back.

14 May 1947

MEMORANDUM

TO: Mr. F. C. McMillen, Director
Medical and Sanitation Supplies Division

FROM: Mr. D. R. Williams, Acting Director
Agricultural Rehabilitation Division

SUBJECT: Transfer of Glycerine on OP's 1277 and 1278 to Medical and
Sanitation Supplies Division for Czechoslovakia

In your memorandum of April 30th, you request certain information in regard to the transfer to your division of glycerine originally requisitioned by this division. This information is given below:

OP 1277, DP-AR-157, 3420 pounds - value \$641.26
F.O. GT-170 shipped to Czechoslovakia on
"American Forwarder" B/L-7, May 17th, 1946.

OP-1278, DP-AR-158, 3420 pounds - value \$641.26
F.O. 6Y871 shipped to Greece on "Anna Goulondris"
B/L-273, June 4th, 1946.

Copies of the bills of lading for these materials have not been received by this division.

A copy of this memorandum is being sent to Mr. A. T. Bonnell with the request that the proper budget transfer be made.

JWolfe;mg
Rm. 805

CC: A. T. Bonnell

med

Czech - 755.1 (glycerine)

6 May 1947

TO: Fred McMillen
FROM: Harry C. Lamberton

I am enclosing a letter to Col. Katzin from The Colson-Merriam Company, which its local representative, Mr. Cleaveland, brought in to me a day or two ago. I suggest you show the letter to Mr. Yang to see whether it changes his recollection of the meeting. If the facts are as indicated in the letter there is still not too much that we can do, although we could take the matter up with the Bureau of Federal Supply indicating that there had been a moral commitment on our part. However, if the facts are not as indicated I think we should close the matter finally.

Enclosure

HCL:RM
6-5-47

med

212.1 —

29 April 1947

MEMORANDUM

TO: Fred McMillen
FROM: R. Torres
SUBJECT: Medical textiles from Mexico - Request to Supply UM-48 -
Progress Report.

On 10 April we sent you two copies of shipping report as of that date of medical textiles on above contract.

There are attached two copies of report just received from our Mexico City office covering additional shipment made on the SS Mesh Knot on 21 April 1947. There is also attached a table recapitulating both shipping reports.

After three months I am not satisfied with the progress made with these deliveries. I am concerned about a sentence in Mr. Escriba's cable No. 353 in which he refers to deliveries up to 31 July 1947. Although we have told Mr. Escriba that our shipping deadline is 31 May, I am not sure but that he may be under the impression that this particular contract will run through 31 July.

I would like to dispatch the attached cable immediately to find out the facts.

Attachments
RTorres/lls

med

Mexico - 755 (Textiles)

28 April 1947

MEMORANDUM

TO: Fred McMillen
FROM: R. Torres
SUBJECT: Shipment of glass ampules from Cuba - Requests to Supply
UG-10 and UG-13

There is attached copy of letter from our Havana office dated 23 April 1947 enclosing bill of lading, commercial invoices, packing lists and inspection report covering 100 cases with a total of 6,000 gross 10 cc ampules shipped 23 April by SS Coastal Captain to New York in transit ~~xxx~~ to Yugoslavia.

Attachments
RTorres/lis

med

Cuba 755.1 (ampules)

28 April 1947

MEMORANDUM

TO: Fred McMillen
ATTENTION: Frank Queen
FROM: R. Torres
SUBJECT: Distribution of Shark Liver Oil from Cuba

Request to Supply UC-5 for the above was distributed as follows:

Czechoslovakia	23	drums
Yugoslavia	10	"
Greece	34	"
Austria	20	"
Poland	30	"
Total	117	"

Request to Supply UK-15 and Amendment A call for a total of approximately 126 drums of which the following has been shipped:

Yugoslavia	10	drums
Poland	30	"
Albania	5	"
Pending shipment as of 24 April	81	"

In our cable 201 to George Moore, we gave him the distribution for UK-15. The balance of 81 drums under this Request should go, according to our records, to the following destinations:

Albania	20	drums
Austria	10	"
Italy	26	"
Yugoslavia	20	"
Poland	5	"

Tell me if this tallies with your instructions.

CC—George Moore
Eleanor Secore

RTorres/lis

med
Cuba - 755.1 (shark liver oil)

18 April 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: R. Torres

SUBJECT: Reports on Vitamin Content of Shark Liver Oil
from Cuba -- Request to Supply No. UC-15

There are attached for your information the following documents:

1. Two copies each of Report No. 7799, from the Laboratory of Vitamin Technology of Chicago, and Report No. 48736, from the Food Research Laboratories of Long Island City, giving results of Vitamin A content as determined in sample UNRRA No. 1 from the Compania Nacional de Vitaminas, S.A., of Havana, Cuba.
2. Two copies each of Report No. 7800, from the Laboratory of Vitamin Technology of Chicago, and Report No. 48803 from the Food Research Laboratories of Long Island City, giving Vitamin A content as determined from sample UNRRA No. 2 from the supplier, Compania Nacional de Vitaminas, S.A., of Havana, Cuba.

You will note that although the reports indicate a Vitamin A content well above the guaranteed average potency required in the contract, there is no indication of the guaranteed average of 1200 international units Vitamin D content per gram for such shipments. If this is important, let me know in order to inform George Moore, since the payment of the merchandise will be based on the potencies specified in the contract.

Attachments - 4

RTorres/mc

med

Cuba - 755.1 (shark liver oil)

17 April 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: R. Torres

SUBJECT: Medical Supplies shipped from Mexico.

There is attached Report No. 1 with Annex A covering shipments of medical supplies from Mexico up to 31 December 1946. The first part of the report gives itemized supplies and destinations. Annex A lists shipments made to New York without giving final overseas destination.

Also attached is Report No. 2 which lists medical supplies shipped during the month of January 1947, indicating destination where such information is available.

We would appreciate your giving us destinations of supplies not indicated in these reports so that we can put the material in shape for our final reports from Mexico.

Attachments - 2

RTorres/mc

med

Mexico - 755

16 April 1947

MEMORANDUM

TO: Frederick C. McMillen
FROM: R. Torres
SUBJECT: Glass Tubing Plant - Mexico

The attached copy of Letter M-1191 from our Mexico City office indicates that they are anxious to receive an amendment to Request to Supply No. UM-30 covering the glass tubing plant. The amendment should reduce the price from 1,500,000 pesos to 1,450,000 pesos.

I requested this amendment in Paragraph Three of my memorandum to you dated 11 April 1947 giving a complete summary of the glass tubing plant transaction.

Attachment

RTorres/mc

(med)

Mexico - 400.5 (glass plant)

14 April 1947

MEMORANDUM

To: Mr. Frederick C. McMillen
From: J. C. Yang
Subject: Allocations Uncertified for Shipment as of 11 April 1947

Following are dollar values of supplies allocated but still uncertified for shipment to:

1. CHINA

Source	Value	Total
Cuba	\$ 178,046.49	
Mexico	294,863.98	
Canada	1,233,585.99	
U. S.	0	
Australia	304,585.52	
India	307,096.00	
U. S.	<u>2,135,761.08</u>	
		Total \$4,453,939.06

2. DISPLACED PERSONS PROGRAM

U. S.	<u>11,020.35</u>	
		Total 11,020.35

3. KOREA

U. S.	24,950.30	
Mexico	9,856.00	
Canada	<u>8,415.00</u>	
		Total 43,221.30

4. PHILIPPINES

U. S.	<u>29,878.00</u>	
		Total 29,878.00

med

JCY:SR
14/4/47* Value temporarily discontinued from this report.

710

11 April 1947

MEMORANDUM

TO: Fred McMillen

FROM: R. Torres

SUBJECT: Inspection of packing of glass tubing and glass ampules shipped from Mexico and Cuba.

There are attached for your information and records the following documents:

1. Report on inspection of medical glassware effected by me in New York City on 7 April 1947;
2. Copies of letters from me to Mr. Escriba dated 11 March and 20 March 1947;
3. Copies of transcription of telephone conversation with Mr. Escriba dated 10 March 1947;
4. Copies of letter dated 31 March 1947 with attachment from Mr. George Moore, Chief of our Havana office.

I feel that we have taken now all the steps that we can take at this end of the operation in order to protect the interests of the Administration. We will follow up on the matter and keep a strict watch to see that inspection is strictly enforced on all shipments before they leave Mexico.

Attachments
RTorres/llc

(med)

755.1 —

11 April 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: R. Torres

SUBJECT: Statements made by the Officials of the Yugoslav Government

Mr. Danilo Kukanja stated to Mr. Atkins that we should forget about the high percentages of breakage of medical glassware shipped to Yugoslavia because this breakage was due to neglect in the handling of the merchandise upon arrival in his country.

Mr. Ivan Radenovac informed Mr. Escriba of our Mexico City office that he had seen the packing of the glass ampules and found them satisfactory.

Mr. Kukanja also stated to Mr. Hill of our Country Programs Division that he saw no need to send Mr. Radenovac again to Mexico City because Mr. Radenovac had inspected the ampule manufacturing equipment and found it satisfactory.

The first two statements are not supported by the facts since the outturn reports received from Belgrade indicate that the breakage on above shipments ran as high as 45 to 50 percent. In addition, I inspected the packaging both in Mexico City last year and in New York last week and found it very unsatisfactory as indicated in the report which I have sent you.

The third statement in regard to the ampule manufacturing equipment is equally repudiated by the preliminary report, which I sent you today, of a committee composed of two Mexican Government engineers and Mr. Escriba, who inspected this equipment and who have not yet filed the final report about the condition and valuation of the equipment on which procurement will be based. Therefore, Radenovac's statement may be dismissed as superficial, if not entirely worthless.

I believe this matter should be discussed with the above parties and clarified by means of a written statement signed by them for the purposes of our records.

RTorres/mc

(med)
yugo- 755.1 (ampoules)

11 April 1947

MEMORANDUM

TO: Fred McMillen
FROM: R. Torres
SUBJECT: Mexican Glass Plant

There are attached copies of letter M-1198 dated 27 March 1947 from our Mexico City office enclosing commercial invoices and packing lists covering 425 pieces of equipment and materials for the above procurement which were shipped from the United States by SS Golden State from New Orleans on 15 January 1947 and from Newport News, Virginia, by SS Pacific Victory on 3 March 1947.

It is understood that these shipments conflict with the shipment of the Mexican glass plant.

A separate memorandum is being transmitted to you and Mr. Swenson today recapitulating this whole operation for the purpose of the record.

Attachments
RTorres/lis

(med)

Mexico - 700.5 (glass plant)

Blue

10 April 1947

MEMORANDUM

TO: Frederick C. McMillen

ATTENTION: Constance Sutherland

FROM: R. Torres

SUBJECT: Shipment of Shark Liver Oil and Glass Ampules from Cuba

There are attached Bills of Lading Nos. 65, 66, 67, 68 and 69 (non-negotiable) covering supplies arriving from Cuba on S.S. "COASTAL DELEGATE" berthing in New York today. These supplies are:

20 drums Shark Liver Oil numbered 1--20	marked for Poland
5 " " " " " 21--25	" " Albania
10 " " " " " 1--10	" " Poland
10 " " " " " 11--20	" " Yugoslavia
40 cases Glass Empty Ampules " 240--380	" " Yugoslavia

Please note that a total of 30 drums have been marked for Poland, which is 10 drums in excess of the allocation of 20 drums given by Mr. McMillen by telephone and in letter addressed to our Havana representative, Mr. George E. Moore. You will probably want to re-mark 10 of the drums for Poland and assign them to Italy which has been allocated 10 drums, or to Austria, which has been allocated 5 drums.

The 40 cases of ampules containing 2400 gross of 10 c.c. are all marked for Yugoslavia, which has an allocation of 7500 gross in total of this size ampules from Cuba.

I am also attaching copy of Mr. Moore's letter dated 4 April enclosing commercial invoices, weight lists and inspection certificates for all of the above merchandise.

I presume that you will contact our New York office to make the necessary changes.

Attachments

RTorres/mc

med

~~Shipment of Shark Liver Oil and Glass Ampules from Cuba~~

Cuba - 755.1

10 April 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: R. Torres

SUBJECT: Shipment of Fish Liver Oil from Cuba

There is attached letter from George E. Moore dated 13 March 1947 enclosing reports from the Food Research Laboratories of New York and the Laboratory of Vitamin Technology of Chicago, covering analysis of the shark liver oil being shipped from Cuba.

Inspection certificates, weight lists and commercial invoices covering these shipments are being forwarded to your office separately, attention Miss Sutherland.

Attachments-3

RTorres/mc

med

Cuba - 723.4 (linear oil)

10 April 1947

MEMORANDUM

TO: Fred McMillen

FROM: R. Torres

SUBJECT: Ampule manufacturing equipment to be purchased in Mexico.

There is attached copy of letter M-1218 from our Mexico City office dated 2 April 1947, as well as two copies of the English translation of the minutes covering a meeting held in Mexico City to discuss the above transaction with the attendance of our representative, Mr. Ramon Escriba, Mr. Jack Kalb as General Manager of Impulsora Comercial e Industrial, Mr. Miguel Gleason Alvarez representing the Ministry of Finance of Mexico, and Engineer Rodolfo Gomez Tagle representing the Ministry of Economy of Mexico.

You will note that upon examination of the proposed equipment to be sold by the above people, they found that the equipment was already packed. The Government representatives and Mr. Escriba ordered the cases unpacked and made very interesting remarks about the transaction. Engineer Gomez Tagle of the Ministry of Economy stated that he had been appointed as an expert to appraise the value of equipment to manufacture neutral glass instead of equipment for the manufacture of ampules, and he said that the same mistake was made by the Ministry of Finance in the appointment of their expert. Engineer Gomez Tagle added that this whole proposition was incomplete because of its general terms and lack of details of the different units to be purchased as well as their specifications; that the proposal permitted the supplier to deliver whatever he pleased; and that he considered the price exceedingly high. In view of the above remarks, he requested a thorough analysis of the original cost of the equipment on the basis of invoices paid by the supplier, the depreciation of the equipment during the time that it was in use, whatever expenditures had been incurred by the vendor to recondition the equipment in order to keep it in use, etc.

Despite the fact that this committee of Mexican experts appraised the value of the equipment, we have instructed Mr. Escriba by cable not to sign any contract until our engineer Mr. Joseph Connor arrives in Mexico and has had a chance to look over this equipment.

There are attached the specific instructions given to Mr. Connor covering his assignment in Mexico, as well as the letter of introduction that I gave him for Mr. Escriba. You will note that our instructions to Mr. Connor coincide with the viewpoint expressed by the engineers representing the Ministry of Finance of Mexico.

You may keep these papers in the corresponding file in your office since I have additional copies for my own records.

RTorres/lis

med
Mexico - 755

10 April 1947

MEMORANDUM

TO: Fred McMillen
FROM: R. Torres
SUBJECT: Medical Textiles in Mexico

There are attached two copies of breakdown table indicating types, quantities and destination of medical textiles which unloaded in New York early this week ex steamship Medina which sailed from Veracruz on 24 March.

Attachments
RTorres/lis

med

Mexico - 755.5

OFPA Ref. 210/5

9 April 1947

MEMORANDUM

To: Mr. F. C. McMillen
Bureau of Supply

From: F. D. Harris
Far Eastern Affairs

I note your letter of 4 April addressed to Mr. Remington in Sydney. It is shown as having been cleared by me. I cannot recollect having cleared this letter and would mention that Mr. Remington is no longer with USMRA in Sydney. The present chief of the Sydney office is Mr. Hermann Henry Wäldersehn, who replaced General Cannon on 1 April.

FDHarris:em

SW PAO - 212.3 (Cannon -
letter)

8 April 1947

TO: F. C. McMillen
FROM: Harry C. Lamberton

A few days ago Mr. Cleveland of McCalaster Bicknell Company came in to see me about a claim which his company has in the amount of \$8,670.50 against UNRRA arising out of the alleged cancelation of a verbal contract. I told Mr. Cleveland that, of course, the representatives of his company must have known that UNRRA had no authority to contract with respect to equipment being purchased through the Bureau of Federal Supply. I told him, however, that I would discuss the matter with you to determine whether there is an moral obligation on our part to assist them in presenting their case to the BPS.

I am attaching the letter dated 4 April which Mr. Cleveland left with me, outlining the company's claim in more detail than his previous letter.

Attachment

HCLamberton:RN
8-4-47

250 - McCalaster Bicknell Co.

8 April 1947

MEMORANDUM

TO: Mr. F. C. McMillen
FROM: Mr. N. Braunstein
SUBJECT: Allocations Against Outstanding Budget Balance for
Czechoslovakia

The following report covers definite commitments against the outstanding Czechoslovak budget balance:

<u>Contracts</u>	<u>Item</u>	<u>Value</u>
676	Hearing Aids	\$7,078.50
29	Operating Table Headrests	562.50
6181	Food Conveyors	2,597.96
26	Laboratory Equipment	13,035.03
5869	Dental Plaster of Paris	11,200.00
6623	Powerstats	2,326.00
792	Laboratory Stirrers	1,700.00
776	Baby Incubators	4,578.00
146	Ionization Units	4,072.00

P and A's not included in April 7 Shipping Report:

April 7 Allocation	47,087.72
Canadian Allocations	
Radium	120,000.00
Drugs - Merck	38,729.59
May & Baker	26,000.00
Laboratory Equipment	35,000.00
Sphygmomanometers	8,500.00
Electro-Medical Equipment	65,000.00
Penicillin Plant Equipment	100,000.00
Total	\$487,467.30

Clear: Dr. Weisskopf

CC: Dr. Weisskopf

med

Agled. 330

MEMORANDUM

7 April 1947

TO: Frederick C. McMillen
FROM: J. C. Yang
SUBJECT: Allocations Uncertified for Shipment as of 4 April 1947

In accordance with your request, the following are the dollar values of supplies allocated but still uncertified for shipment to:

1. CHINA

<u>Source</u>	<u>Value</u>	<u>Total</u>
Cuba	\$ 490,046.49	
Mexico	499,325.14	
Canada	1,233,255.99	
UK	81,256.00	
Australia	491,725.52	
India	312,411.00	
U.S.	<u>2,701,227.71</u>	
	Total	\$5,809,247.85

2. DISPLACED PERSONS PROGRAM

U.S.	<u>16,648.91</u>	
	Total	16,648.91

3. KOREA

U.S.	106,386.30	
Mexico	9,856.00	
Canada	<u>8,250.00</u>	
	Total	124,492.30

red

4. PHILIPPINES

U.S.	<u>29,878.00</u>	
	Total	29,878.00

755

4 April 1947

TO: F. C. McMillen

FROM: W. G. Dominick

I am forwarding a copy of your memorandum of 2 April to Mr. Lofgren with the request that he let me know as soon as possible what arrangements he could make for inspecting and repacking medical supplies for trans-shipment from Mexico. I agree with you that any cost for this work should be charged against the Medical budget.

As I told Torres when he talked to me about it early this week, it seems to me that the emphasis should be put not on our repacking in New York, but on having proper packing arranged in Mexico because by the time the breakable articles arrive in New York, most of the damage will have already been done. There is no reason to believe that the shipping process from Mexico to New York would be any ~~more~~ gentle or careful than that arranged from New York to the ultimate destination.

Could you tell me what pressure can be put on our people in Mexico to arrange for proper packing in order to obviate breakage and the necessity for repacking. It seems to me to be pretty wasteful to accept things in Mexico which are not properly packed.

cc: Mr. H. Lofgren

WGDominick ejk

cc: Mr. Borders

med

Mexico - 755

3 April 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: Grace W. Tellier

SUBJECT: Release - UNRRA to UNCC - \$193,254.72.

In accordance with your request, I have prepared a Release which I have had signed by the Controller, on behalf of the Administration, releasing United National Clothing Collection, Inc., in accordance with the provisions of paragraph 2, page 2, of the Agreement between UNRRA and UNCC dated 11 March 1947.

The original and two copies of the Release are attached. The original and one copy are for UNCC and the other copy is for your files. I am sending copies to the Finance Division.

Attachments
GWTellier/gbt

med

050 - United National Clothing Collection

RELEASE

FOR AND IN CONSIDERATION of the payment of \$193,354.72 represented by check of United National Clothing Collection, Inc., to UNRRA, receipt of which is hereby acknowledged, and the further terms and conditions of the Agreement between UNRRA and Clothing Collection dated 11 March 1947, UNRRA, on behalf of itself, its successors and assigns, does hereby release and forever discharge Clothing Collection, its officers, directors, successors and assigns of and from any and all liability, claims and demands whatsoever, in law or in equity, which UNRRA, its successors and assigns now have or may hereafter have against Clothing Collection, its officers and directors upon or by reason of any matter, cause, thing or claim arising out of the Agreements between UNRRA and Clothing Collection dated April 2, 1945, and September 1, 1945, excepting only the right of UNRRA to an accounting from Clothing Collection with respect to the sum of \$1,000.00 reserved by Clothing Collection for contingencies as provided for in said Agreement of 11 March 1947.

This Release is executed pursuant to paragraph 2 on page 2 of said Agreement dated 11 March 1947 and is for the purpose of accomplishing the purposes and things therein set out.

Dated at Washington, D. C., this 3rd day of April, 1947.

UNITED NATIONS RELIEF AND REHABILITATION
ADMINISTRATION

By _____

Controller

GWTellier/gbt
3 April 1947

2 April 1947

MEMORANDUM

TO: Mr. F. C. McMillen
FROM: Mrs. S. A. Dinaburg
SUBJECT: Summary of Allocations Not Yet Certified to Yugoslavia
as of 2 April 1947

Canadian Drug Items

May & Baker	29,039
Merck	53,624

Canadian Electro-Surgical Supplies

UC 455	4,311
UC 467	41,184
UC 494 - Neocarsphenamine	16,500

Radium	99,000
--------	--------

Mexican Allocations

Needles	71,129
Textiles	152,515
Bismuth Subsaliolate	1,800
Ampule Making Machinery UM 49	80,000

Cuban Allocations

Fish Liver Oil	13,750
Fish Liver Oil and Ampules	
UG 15	58,443

US Allocations

Crystalline Penicillin	25,300
X-Ray Tubes and Tube Insert	3,755
Sodium Salicylate	4,235
Sterilization Equipment for Yugoslav Hospitals	3,400
Machinery for Pharmaceutical Production	11,873
Dental Ambulances	132,000

Handwritten: 755

-2- Mr. F. C. McMillen

US Allocations - Cont.

17 Dental X-Ray Units	37,000
Grand Total	\$838,858

As of March 29, shipments, unshipped certifications, uncertified P&A's, and scheduled ERO shipments totalled \$16,793,064. When this is added to the \$838,858 of allocated but not yet certified goods, the grand total is \$17,631,922. This leaves a balance of \$1,449,078 still to be allocated.

Clear: Dr. Weisskopf

copy to: Dr. Weisskopf

2 April 1947

MEMORANDUM

TO: Mr. F. C. McMillen
FROM: Mr. N. Braunstein
SUBJECT: Allocations Against Outstanding Budget Balance for
Czechoslovakia

The following report covers definite commitments against the outstanding Czechoslovak budget balance:

<u>Contracts</u>	<u>Item</u>	<u>Value</u>
675	Operating Lights	\$4,390.00
676	Hearing Aids	7,078.50
29	Operating Table Headrests	562.50
6181	Food Conveyors	2,597.96
26	Laboratory Equipment	13,035.03
5869	Dental Plaster of Paris	11,200.00
6623	Powerstats	2,326.00
792	Laboratory Stirrers	1,700.00
793	Gas Analysis Apparatus	1,038.25
5577	Victoreen Equipment	25,825.50
776	Baby Incubators	4,578.00
146	Ionization Units	4,072.00
5159	X-Ray Tubes	6,650.00

P and A's not included in April 1 Shipping Report:

2323	Therapy X-Ray Unit	23,900.00
2335	Miscellaneous Medical Supplies	34,000.00
2318	Dental X-Ray Units	3,425.00
2297	Operating Lamps & Bulbs	6,143.55
2298	Radiographic & Fluoroscopic 2 tube Combination X-Ray Unit 500 MA	74,442.00

Canadian Allocations

Radium	120,000.00
Drugs - Merck	83,000.00
May & Baker	26,000.00
Laboratory Equipment	35,000.00
Sphygmomanometers	8,500.00
Electro-Medical Equipment	65,000.00

Penicillin Plant Equipment 100,000.00

Clear: Dr. Weisskopf Total *Czech - 330* 664,464.29

2 April 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: Mr. H. Braunstein

SUBJECT: Commitments Against Outstanding Budget Balance for
Albania

The following report covers definite commitments against the outstanding Albanian budget balance:

<u>Contracts</u>	<u>Item</u>	<u>Value</u>
1172	Neocarsphenamine	\$14,520.00
1149	Sulfadiazine	7,497.00
1154	Sodium Penicillin	10,120.00
6621	Laboratory Equipment	1,952.50
978	Sound Projectors	1,622.75
1148	Crystalline Penicillin	10,227.50

Miscellaneous Allocations

Seaman's Bags	1,985.80
Needles (Mexico)	659.64
Surgical Items (Ingram & Bell Canada)	400.00
Drugs Canada	9,156.06

P and A's not included in April 1 Shipping Report:

2312	Sulfathiazole, USP	5,625.00
2299	Sulfur Ointment	84.00
2332	Miscellaneous Medical Supplies	42.00

Total \$63,892.25

Clear: Dr. Weisskopf

Copy to: Dr. Weisskopf

med

Albania - 330

25 March 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: R. Torres

SUBJECT: Procurement of Medical Supplies in Mexico

In a telephone conversation to-day our Mexico City office informs us that following our cable No. 417 they have placed a contract for which they need the necessary Request to Supply. Jack Kaplan gave us a number for this Request to Supply, UM-51.

This is to ask that the Request to Supply be prepared as follows:

- (a) 100,000 ampules Bismuth Subsalicylate, 1 c.c., in regular oil suspension according to USP, at U.S. \$60.00 per thousand (Total Mexican Pesos 29,100). To be packed preferably One Hundred to a box, but will accept packaging Fifty to One Hundred per box. Labels and destinations as follows:
- 50,000 with German labels for Austria;
30,000 with Yugoslav labels for Yugoslavia;
10,000 with Italian labels for Italy;
10,000 with Chinese labels for China.
- (b) 5,000 ampules Neocarsphenamine, 0.90 mgms., at U.S. \$0.53 per ampule (Mexican Pesos 12,853). To be packed in individual boxes and to be labelled in German for Austria.
- (c) 17,000 ampules Neocarsphenamine, 0.60 mgms., at U.S. \$0.40 per ampule (Mexican Pesos 32,960), and 4,000 ampules Neocarsphenamine, 0.75 mgms., at U.S. \$0.45 per ampule (Mexican Pesos 8,730). To be packed in individual boxes, and to have labels in the Korean language and with the following destinations:

Half of each size to North Korea and half of each size to South Korea.

med-

Mexico - 755

Frederick C. McMillen

Page Two

These supplies will be paid for with funds from the Mexican contribution. The equivalent in Mexican currency has been figured at the rate of 4.85 pesos.

Please also okay the attached cable to Mexico City in regard to this procurement.

Attachment

RTorres/mc

21 March 1947

MEMORANDUM

TO: Frederick C. McMillen

FROM: T. V. Green

SUBJECT: Information from files on Paragraph 3 of Cable 3249
from Belgrade (attached).

1. Four planes (PT-17) were shipped to Yugoslavia on B/L #21, American Export Lines, the George E. Seeger, April 24, 1946. These planes were shipped without aerosol spraying equipment.
2. Four sets of aerosol equipment were purchased from T.V.A. and shipped to Yugoslavia on the Necarba Victory on B/L #37 on June 19, 1946. This equipment consisted of the following:
 - 4 pipes
 - 4 galvanized iron tanks
 - 4 venturi tubes
 - 4 sets of brackets, pipe and bolt fittings for installation
 - 4 wood propellers (4-blade)
 - 35 feet of 1/2" copper tubing
3. Three planes (PT-17) without aerosol equipment were shipped to Albania on the Samsay about May 8, 1946 on B/L #150, the Ocean Steamship Company, Limited.
4. Two sets of aerosol equipment, same as described in paragraph 2 above, were shipped to Albania on the Euthalia, Greek Liner, B/L #39, on about June 17, 1946.
5. The only planes shipped completely equipped were ten converted by T.V.A. and destined for Greece.

Handwritten:
2000
page 756 3

21 March 1947

MEMORANDUM

TO: Mr. F. McMillan
FROM: Mrs. S. A. Dinaburg
SUBJECT: Airplanes and Parts for Yugoslavia

In addition to the 4 airplanes shipped to Yugoslavia on the SS George H. Seegar in April and the 4 sets of aerosol equipment shipped aboard the SS Zecanaba Victory in June both mentioned in F. V. Quisen's memorandum, the following additional spare parts have been shipped:

- (1) Parts - OP 1671 - aboard the SS Seagway Victory, May
SS Morris Sigman, May
SS Netherlands Victory, Nov.
SS Honduras Victory, Nov.
- (2) Magnets - OP 1674 - aboard the SS Netherlands Victory, Nov.
- (3) Tires and Tubes - OP 1677 - aboard the SS Couer D'Alene Victory, July
- (4) Tool Kits - OP 1761 - Part cancelled, part now available for shipment
- (5) Parts - Valves - OP 1771 - aboard SS MacAllister Victory, July
SS Joshua Hoppinott, Nov.
- (6) Goggles - OP 1835 - aboard SS Winifred L. Smith, Dec.

As far as we know these are all the parts procured for these planes. All have been shipped except the tool kits, OP 1761. Although we don't specifically know that all the goods listed above have been received, we do know that all the boats mentioned have arrived from which we would conclude that the supplies have also arrived.

SADinaburg/vm

Clear:
JJ Weisskopf

7563

20 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: Mr. N. Braunstein

SUBJECT: Investigation of Delivery Status of Certain Contracts
Earmarked for Czechoslovakia.

Dr. Brumlik has asked me to submit the following list of contracts
for investigation of delivery status:

<u>Req. No.</u>	<u>Contract No.</u>	<u>Item</u>
UA 191 P/91 LES 32	UNRITS 23	Laboratory Equipment
	25	
	26	
	27	
	28	
	29	
	6060	
UA 191 P/91 LES 28	UNRITS 6181	Laboratory Equipment
UA 191 P/91 LES 30	UNRITS 130	Laboratory Equipment
	131	
	132	
	133	
	134	

The above contracts cover items which the Czechoslovak Government
is particularly anxious to receive.

NBraunstein/mr

Clear: Dr. Weisskopf

Sped

Czech-755

F. McMillen
W. G. Dominick

18 March 1947

I attach hereto copy of Lofgren's teletype to me concerning medical shipments to Greece. I think it is self-explanatory. However, I would appreciate it if you would make a decision regarding the question which Lofgren asks in the last part of the teletype and issue necessary instructions.

Attachment

mlh

Greece-755-

10 March 1947

TO: F. McMillen
FROM: R. Torres
SUBJECT: Packing of Mexican Medical Supplies

With reference to your memorandum of 5 March 1947, regarding the extremely high percentage of breakage in Medical Supplies shipped from Mexico, there are attached for your information copies of two letters addressed to Mr. Escriba, which are self-explanatory. We shall keep you informed of developments.

Att.

RTorres/mw

med

Mexico - 755 (Packing)

6 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: Mrs. S. A. Dinaburg

SUBJECT: Present status of Byelorussian and Ukrainian Medical Programs

I am listing below the shipping, certification, and allocation status of the two Soviet Republics as of March 2 together with the unexpended balances available for cancellation from each budget:

	<u>Byelorussia</u>	<u>Ukraine</u>
Shipped	698,589	1,858,014
Certified	148,617	169,173
Outstanding Penicillin Plant Equipment	170,680	170,661
Direct Procurement-Books	600	
Direct Procurement-Streptomycin	1,125	
Borosilicate Plant		60,000
Radium		60,000
Artificial Limbs	11,550	11,550
Infant Incubators		4,100
Total	1,031,161	2,333,498
Budget	1,070,000	2,750,000
Balance	38,839	416,502

The amendment which you signed on March 1, agreed to reduce the Byelorussian budget by \$68,000 and the Ukrainian by \$424,000. You suggested that the \$416,500 balance indicated for Ukraine is close

med
Byelorussia - 755

-2- Mr. F. C. McMillen

enough since there will probably be some defaults in the outstanding penicillin plant equipment. However, the \$38,800 available from Byelorussia was considered insufficient. We discovered that an already certified P&A - No. 993 - valued at \$42,234 could be cancelled. Now that this has been done the balance remaining for transfer from Byelorussia is \$81,073. Since this is \$13,000 in excess of the \$68,000 transferred, you suggested that we atempt to make this amount up to them in the last allocation meeting.

SADinaburg/mr

Clear: Dr. Weisskopf

5 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen
FROM: Mr. N. Braunstein
SUBJECT: Unfulfilled Contracts Covering Items for Czechoslovakia

I am submitting herewith a list of contract which have been placed on requisitions destined for shipment to Czechoslovakia, although the contract does not specify any particular country destination.

The following list represents only a portion of the unfulfilled contracts:

<u>Contract No.</u>	<u>Requisition No.</u>	<u>Items</u>
UNRTS 776	UA 191 P94 MHS 24	Incubators
UNRTS 624	UA 191 P94 MHS 30	Bedpan Washers
UNRTS 769 (commitment letter)	UA 191 P94 MHS 28	Microsurgical Units and Inductotherms
UNRTPS 5505	UA 191 P94 MHS 9	Electrocardiograph Equipment
UNRTPS 6191	UA 191 P91 LES 12	Laboratory Apparatus
UNRTS 627 628 629	UA 191 P91 LES 14	" "
UNRTS 929 (commitment letter)	UA 191 P91 LES 15	Centrifuges
UNRTPS 5577	UA 191 P92 X-Ray 19	Victoreen Equipment
UNRTPS 6072	UA 191 P92 X-Ray 20	X-Ray Tubes

med

774.2

-2- Mr. F. C. McMillen

<u>Contract No.</u>	<u>Requisition No.</u>	<u>Items</u>
UNR TPS 6124 (commitment letter)	UA 191 P88 D&C 25	Dilantin Sodium
UNR TPS 5045	UA 191 P94 MHS 5	Hearing Aids & Audiometers
Note: Balance due of 6 Audiometers on this contract.		
UNR TS 676	UA 191 P94 MHS 23	Hearing Aids

It is my understanding that efforts will be made to expedite delivery of these contracts by 31 March 1947, and in cases where this is not possible attempts will be made to grant extensions on present delivery dates.

NBraunstein/mr

4 March 1947

MEMORANDUM

TO: Frederick C. McMillen
Director
Medical and Sanitation Supplies Division

FROM: Louis Swenson
Chairman
Bureau of Supply Liquidation Committee

With reference to your memorandum of 26 February 1947 regarding the disposition of drug labels no longer needed, you are hereby authorized to have the labels destroyed. It is understood that these labels are out-dated and non-acceptable and that the quantity is too small to make them of value as waste paper.

Concurred:

Bert B. Rand
Surplus Disposal Officer

cc: Bureau of Supply Liquidation Committee
Surplus Disposal Committee
KBorders

LSwenson/wla

med-

758 (Drug labels)

MEMORANDUM

4 March 1947

To: Mr. Frederick C. McMillen
From: J. C. Yang
SUBJECT: Emergency Procurement of Biological and Related Equipment

Yesterday I submitted to you a request from Dr. Y. K. Yang for items most needed by his Institute for biological production.

The following items are also urgently needed by Hygienic B laboratories which Dr. Yang suggested procurement, and they amount to approximately \$5,000.00.

I understand items 1 and 2 are available at Refrigeration Engineering Corporation, 1518 Walnut Street, Philadelphia 2, Pa., and Item 3 is available at Corning Works.

They should be marked: ^{URGENT} Justification for these items is the same as previously submitted for the 4 plants, and therefore we recommend Direct Procurement.

Attachment:

Clear: Weiskopf

McM

755

4 March 1947

TO: P. McMillen
FROM: Charles Taff
SUBJECT: Agar Agar in Mexico

With further reference to my memorandum of 3 March 1947, it is requested herewith that Request to Supply UM-51 be cancelled in its entirety. This Request to Supply contemplated using Mexican funds and we are recommending that same be now applied for the purchase of anti-venerals.

Will you please clear the enclosed cable.

The Request to Supply for the anti-venerals will be prepared when we receive full details from our Mexico City Office.

Att.

CTaff/mw

Mexico - 755.1 (Agar)

3 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: Miss M. F. Howell

SUBJECT: Deletions from Eckhaus and Baker Accounting System.

Since it was decided on 28 February 1947 that Pipeline, Requirement and Contract Data are not at this time essential, there are listed below recommended deletions from the Eckhaus and Baker Accounting System.

1. Form TR-1 - Requirement Status Control
 - A. Delete Columns -
 4. Gross Value of Approved Requirement
 5. Net Value Procurement initiated
 6. Gross Value Procurement initiated
 7. Cumulative Gross Value Procurement initiated
2. Form TR-2 - Request for Change in Requirements
 - A. Delete in its entirety
3. Form TP-1 - Summary Record of Procurement
 - A. Delete Columns -
 8. Net Value Contracts Issued
 9. Gross Value Contracts Issued
 10. Cumulative Gross Contracts Issued
4. Form TP-2 - Individual Procurement Record
 - A. Delete Columns -
 6. Net Value Contracts and Commitment Letters
 7. Net Value Cumulative Contracts and Commitment Letters
 8. Uncontracted, Col. 5 minus Col. 7
5. Form TC-1 - Recipient Country Procurement Control
 - A. Delete in its entirety.

MFHowell:ek

Approved:

F. C. McMillen

med

310 (Eckhaus + Baker)

3 March 1947

TO: F. McMillen
ATTENTION: Frank Queen
FROM: Charles Taff
SUBJECT: Agar Agar in Mexico

Our Mexico City Office has advised us by cable 381 dated 27 February that no further deliveries will be made of the Agar Agar which had been contracted for with payment to be made through the use of Free Funds. In order that our documentation may accurately reflect the supplies procured and shipped, will you kindly arrange to have Request to Supply UM-18 FFB cancelled in its entirety. No revision will be required to UM-21 FFB which now specifies that 600 kilos have been procured at a cost of \$3,780.00.

By separate memorandum I have requested that the necessary amendments be made in connection with the Allotment Advice which set up the required ~~amount~~ in Free Funds and our Letter of Credit through which payment was to be made.

Copy to: CConvers
TJWasher

CTaff/nw

Mexico - 755.1 (Agar)

3 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen
FROM: Mrs. S. A. Dinaburg
SUBJECT: Radium for Ukraine
Darkrooms for Byelorussia and Ukraine

At the meeting on Friday, February 28, with Mr. Keminsky and Mr. Konulia, the latter asked that we explore the possibility of relieving Ukraine of responsibility for the 2 gms of Radium contracted for them in Canada. Before exploring cancellation with Mr. Cheetham, I discovered from Miss Frye and Mr. Braunstein that both Poland and Czechoslovakia would be not only willing but anxious to take this material if it could be diverted to them. If this is agreeable perhaps it would be better to relieve the Ukrainians of responsibility for this material by such diversion rather than by cancellation.

The story on the darkrooms is slightly different. For each piece of diagnostic X-Ray equipment supplied by UNRRA we were also to supply a darkroom consisting of a list of accessory equipment needed for taking and developing X-Ray pictures. The Byelorussians got 15 such X-Ray units and the Ukrainians 25. So that although each country did not specifically request these darkrooms they were purchased for each machine and have just now been P&Aed for them. In Mr. Myers opinion the equipment was essential for radiographic work. All other countries have or will receive their quota. Consequently, there would be no country to which to divert these darkrooms. They have already been P&Aed and I recommend that they stand as is.

SADinaburg/mr

Clear: Dr. Weisskopf

med

Byelorussia - 75623

MEMORANDUM

3 March 1947

TO: Mr. Frederick C. McMillen
FROM: J. C. Yang
SUBJECT: Emergency Procurement of Biological and Related Equipment

As per your instructions, Dr. Y. K. Yang has prepared lists of urgent equipment he desires procured under OP, which amounts to approximately \$21,000.00.

Justification for these urgently needed items is also attached. I was informed by Dr. Yang that all these items are available from the companies indicated under each item.

Attachments:

Clear: Weiskopf

med -

755 -

3 March 1947

MEMORANDUM

TO: Mr. F. C. McMillen

FROM: Miss M. P. Howell

SUBJECT: Existing Problem Areas in the Accounting for the
Medical and Sanitation Supplies Division

Listed below are the problem areas.

1. Surprop
 - A. Europe
 - B. Pacific
2. E.R.O.
3. Contributions - non-Governmental Agencies
4. OP's and Misc. (Follow-up for Shipping Form TS-1
provides follow-up on unshipped
certifications. Page 26 Section b.)
5. Inter-Divisional Procurement Agreements
 - A. Fulfillment, in whole or in part, of the
original Procurement agreement difficult
to verify.
 - B. Where verification is possible the agree-
ment and procurement figures do not coincide.

MFHowell:ek

med-

310 —

28 February 1947

MEMORANDUM

TO: Frederick G. McMillen
ATTENTION: J. C. Yang
FROM: Norman Leon Gold
SUBJECT: WIFOP (WH) Repair Tools and Materials for China

1. I was glad to approve, with the concurrence of Cheng Paoan of CHREA, procurement of machine tools and materials for the National Institute of Biological and Chemical Production. This program, which was the subject of a memorandum of 14 February addressed to me from Dr. Johnston, is expected to total about \$800,000 including \$250,000 for machine tools and \$50,000 for materials. This procurement is to be charged against the industrial rehabilitation budget for China.
2. Owing to the good work done by Dr. Ya K. Yang and his engineer, Mr. H. Cheng, in investigating availabilities, I hope we will be able to contract most of this program within the next few weeks.
3. As you know, Mr. L. C. Wells and Mr. Clifford Boyle are in direct charge of procurement for this program in my Division and will report progress on the program as part of our regular monthly industrial rehabilitation report.

Cleared with:
E. Weissmann

JMarburg/rs
28 Feb. 1947

Wick

China - 75% (repair tools)

MEMORANDUM

25 February 1947

TO: Mr. Frederick C. McMillen

FROM: J. C. YANG

SUBJECT: Procurement of Rebuilt Machinery and Biological Equipment for National Institute of Biological and Chemical Production, China National Health Administration.

I am submitting herewith the attached lists which Dr. Y. H. Yang requests, totalling approximately \$264,377. We will either try to locate this amount from outbacks or cancellations of requisitions, or cancel one of the three requisitions recently released. Among the three recent requisitions, UA-3081 for drugs amounts to approximately \$316,575, and may be cancelled except Item 3, Paxtine HCL, amounting to \$47,500., which is considered one of the critical items and should be procured. If it is possible, we will amend the requisition UA-3081 by cancelling Items 1, 2, and 4, thus it will give us sufficient funds of some \$266,000, to cover the rebuilt machinery and biological equipment.

If this can not be done, we will have to cancel the whole requisition provided the money can be used to procure this rebuilt machinery and biological equipment. I, of course, much prefer that additional money can be found to cover these new lists so that we do not have to go to so much trouble.

The justifications for this new request are clearly stated in my original memo to Dr. Johnstone, a copy of which is attached.

The Markings for this equipment and rebuilt machinery should be:

HEB/WHICP (INHA)
Destination, Shanghai

The following is a summary of the attached lists:

A. Rebuilt Machinery -

1. Brill Equipment Co.	\$66,800.00
2. Consolidated	40,175.00
3. Machinery & Equipment Corp.	56,831.00
TOTAL	163,806.00
Plus 5% packing	8,190.30
	<u>\$171,996.30</u>

B. Biological Equipment

1. American Instrument Co.	19,421.75
2. Wheaton Glass Co.	58,220.00
3. West Rubber Co.	10,340.00
	<u>\$ 87,981.75</u>
Plus 5% packing	4,399.09
TOTAL	<u>\$ 92,380.84</u>
GRAND TOTAL	\$264,377.00

Gen. Weiskopf

China-753

med

February 20, 1947

MEMORANDUM

To: Mr. Frederick C. McMillen

From: J. G. Yang

Subject: Special Budget of \$5,061,000.00 for China

I was informed by Dr. Johnstone that, beginning January 1947 China returned to the Medical and Sanitation Supplies Division for procurement of medical supplies for China the amount of \$5,061,000.00. This money was a portion of China's freeze and should be spent exclusively for China.

According to my record of requisitions for China, prepared by our Procurement Section, only \$4,073,432.29 has been requisitioned to date. China has several requests for which we can not prepare requisitions due to lack of funds.

The following is a summary of requisitions against China's fund of \$5061,000.00:

UA-3070	Hospital equipment, etc.	\$ 420,178.50
UA-3018	Neostan, etc.	\$1,094,520.00
3077	Packing materials	30,812.25
3009	Artificial limbs	107,860.00
3067	Laboratory equipment and supplies	1,554.00
3072	Laboratory equipment and supplies	16,593.00
Op's	Laboratory equipment and supplies	32,713.06
UA-3033	Drugs	1,138,600.00
3026	Drugs	940,952.40
3027	Surgical instruments	220,000.00
3071	Laboratory and dental supplies	4,882.50
3069	Laboratory and dental supplies	43,365.00
3036	Hospital beds	826,875.00
3080	Microscopes	15,015.00
3082	Glasses I and III (WAA)	34,281.65
3083	Gas machines, etc.	45,270.73
3086	Laboratory and dental supplies	99,880.20

TOTAL \$4,073,432.29

Clear: J. Weisskopf

China - 755

med-

Mr. Frederick C. McMillen
February 20, 1947

- 2 -

In view of the above, China ought to have approximately one million dollars to be spent for its requests. I have been told repeatedly, however, that no money is available. In order to keep faith with a country who has confidence in our Division by authorizing \$5,061,800.00 from her portion of the freeze, we should try to locate this amount so that China's requests which are at present held up at the Control Room can be submitted for procurement as soon as possible.

20 February 1947

MEMORANDUM

To: Frederick G. McMillen
FROM: Ernest Weissmann
SUBJECT: Purchase Orders received in IRD chargeable to Greece
Malaria Program.

With reference to our telephone conversation on 18/February, we are attaching the following purchase orders received from Rome Office:

MED 1-3-46	\$460.00	
MED 1-3-49	575.00	
MED 1-3-50	900.00	
MED 1-3-51	763.09	
MED 1-3-139	3015.00	
MED 1-3-134	2250.00	
MED 1-3-168	<u>1891.00</u>	
	<u>\$9854.09</u>	TOTAL

Mr. Hartman from the Rome office has identified the above purchases as Medical Line procurement.

Cc-Parvis

Drafted by: AWaggoner/bh

W. M. M.

Italy Mission 774.4

URGENT

MEMORANDUM

18 February 1947

TO: Fred McMillan

FROM: R. Torres

SUBJECT: Medical supplies which can be procured in Cuba with funds now available from the Cuban contribution

During my recent visit in Havana, I discussed with George Moore the advisability of using immediately whatever funds from the Cuban contribution have been available to the Mixed Commission to date. The main reason for this is that so long as we have unused funds in the bank in Havana, the Cuban Government will probably find excuseable their delay in the payment of the balance of the contribution amounting to a little over \$1,000,000.

We now have available for immediate purchases in Cuba from Cuban contribution funds the amount of \$310,000. After discussing the matter with Mr. Moore, we decided that he would prepare and airmail at once a program for the use of this money as well as a program for the use of as much of the balance due on the contribution as can be translated into Cuban supplies for deliveries through 15 June. Of course, our strategy is to try and get the full balance of the contribution in cash if possible, but we should be prepared to carry out as much procurement as possible if the Cuban Government should insist that we take the balance due in supplies, including sugar.

There is attached a copy of a letter and proposed procurement program, mostly of medical supplies, just received from Havana. You will note that we can secure ampoules, fish oil, and industrial alcohol with a value of \$312,000 in April and May.

I strongly urge that every effort be made, if it fits in with the medical supplies program, to authorize the placing of these contracts immediately in order that we can use the available funds.

I should appreciate your letting me know your decision so that I can clear it with Mr. Swenson and prepare the necessary cable instructions to Mr. Moore.

It will also be necessary to know as soon as possible whether you are interested in June deliveries of the above items as this will permit pressing the Cuban Government for additional funds and therefore will help to speed up the payment of the balance of the contribution.

Attachment
RTorres/11a

encl.

Cuba-755

Blue

18 February 1947

TO: Frederick G. McMillen
FROM: T. W. McCabe
SUBJECT: Reduction in the Czechoslovakian Program of Operations

In further reference to my telephone conversation with you of yesterday, I am attaching an information copy of an unnumbered cable from Prague signed by Vaclav Majer, Minister of Food, confirming the tentative agreement reached between Dr. V. Schlesinger and Mr. Borders as outlined in Mr. Borders letter to Dr. Schlesinger on 8 February.

It is my understanding that very little money will be available which is at the present time uncontracted for and as a result, in order to obtain the full monies stipulated in the Schlesinger-Borders agreement there must be considerable cutting of the present Czech program. It is our opinion, and this opinion I know is shared by the Czech liaison representatives, that in so far as possible the medical commodities specifically programmed for Czechoslovakia or which the Czechs made a specific order should not be touched without consultation with them. The money should come, if at all possible, from contracts which are not peculiar only to the Czech program and can either be canceled or allocated to another country program.

As soon as you have made your review of the Czech medical situation, would you please notify me and I will arrange a meeting on the matter with the Czech liaison representatives.

CC:
Boykoff
Tolley

Cleared:

Tolley

med

Czech 782

220
14 February 1947.

MEMORANDUM

TO: Frederick C. McMillen
Executive Officer, Bureau of Supply

FROM: Harry W. Marsh, Chief
Bureau of Administration
by: Irving L. Posner
Management Analyst

SUBJECT: Amendment of UNRRA Headquarters Staffing Authorizations

Pursuant to paragraph 3, page 3, mimeographed memorandum of 16 August 1946 from the Chief, Bureau of Administration, "Transmittal of UNRRA Headquarters Staffing Authorization" this memorandum is the authority for the following changes in the UNRRA Headquarters Staffing Authorization, effective 14 February 1947. Please make the necessary changes and file this memorandum with your copy of the original Staffing Authorization.

Changes in NTE Dates

(Division of Agricultural Rehabilitation, p.36)

<u>Line No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Name of Incumbent</u>	<u>Comments</u>
99029	Seed Expert	13	Ethel Pattison	WAE per diem NTE 10 work days or 31-5-47

(Division of Medical and Sanitation Supplies, p.47)

99033	Consultant	14	Dr. J.C. Johnstone	NTE 30-4-47
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(Special Industrial Rehabilitation Technical Services Program, Operating Budget Page 2)

82148	Machine Shop Production Specialist	10	W.A. Taig	NTE 31-3-47
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(Liaison Office for Procurement in Havana Cuba)

91704	Clerk	1	Olga Frias	NTE 31-3-47 (Class II Employee)
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440 (Staffing Authorizations)

(Liaison Office for Procurement in Rio de Janeiro, Brazil)

Line No.	Title of Position	Grade	Name of Incumbent	Comments
91101	Procurement Officer	11	Zygfred Flank	NTE 31-1-47 full time (Class II) NTE 31-3-47 part time
(UNRRA Office in New Delhi, India)				
92116	Liaison Officer	11	D. Naravane	(Effective 1 April/47)
92101	Director	13	Amarjit Singh	NTE 15-4-47 (WOC thereafter)
92102	Procurement Officer	11	R.P. Dhundale	NTE 31-12-46
92105	Secretary	4	Vacant	NTE 31-1-47
92103	Accounting Clerk	4	Vacant	NTE 31-1-47

Mrs. Pattison is employed on a WAE per diem basis for not to exceed a total of ten days, but the authorization is amended to extend the duration of the period in which the ten days may be worked until the end of May.

At the direction of the Chief Executive Officer, a new budget line is established for Dr. Johnstone, in order to permit his being carried on the rolls for another two months, while the Directorship is assumed by Mr. McMillen.

The duration of Mr. Taig's assignment in Poland is being extended until 31 March at the Mission's request owing to the delay in his arrival in that country.

Miss Frias, Class II employee in the Havana office, is needed to assist the Chief until the end of March.

Mr. Flank can be separated from his fulltime position two months earlier than anticipated, but the Rio chief wishes to have him on part-time basis at a flat salary for a period of 60 days. This arrangement was approved in a cable to Rio.

Mr. Naravane will assume active charge of the New Delhi Office upon his arrival since the remaining functions do not require a director of grade 13 classification. Mr. Singh will assume the role of Adviser (without compensation) on or about 1 April. The other New Delhi positions listed above are no longer required.

ILP/ml

cc: FCMcMillen Orig. & 1
McIver/Matthews 1
Payroll 2
AKatzin 1
Personnel 4
HMarsh 1
RBrown 1
DBesanson 1
ILPosner 1
MJenkins 1
LMarr 1

10 February 1947

MEMORANDUM

TO: F. G. McMillen

FROM: W. G. Dominick

Cable 15305 from London raises a question in general terms. To whom will UNRRA consign assuming there are some remaining shipments which will arrive at destinations after a Mission has closed?

Info copy: K. Borders - 632A

LMWright/gt

ERO-857.1

8 February 1947

MEMORANDUM

TO: F. C. McMillen
FROM: E. R. Henson
SUBJECT: Reduction in Force

In accordance with the established procedure for separation actions, the personnel listed below are to be separated from this Division for reduction in staff.

<u>Pos. No.</u>	<u>Title of Position</u>	<u>Grade</u>	<u>Incumbent</u>
81028	Asst. Port Officer	9	Robinson, James A.
81027	Asst. Port Officer	9	Pownall, Herbert D.
81014	Veterinarian	9	Lenker, Rodman E.
41059	Supply Specialist	10	Stabler, Albert Jr.
41091	Supply Specialist	6	O'mahony, Eileen M.

No positions exist in Agricultural Rehabilitation Division to which these employees can be transferred and they are, therefore, available for placement within the Bureau of Supply or other organization units of the Administration.

TFPEEBLES/aks
8 Feb. 47

464

6 February 1947

To: Frederick McMillen
From: Fred G. Long

I attach herewith Requests for Domestic Travel for Leslie Atkins, R. H. Cheatham, Constance Sutherland and Mrs. B. Bailey, all of whom are to journey to Toledo, Ohio "to check possibilities of diminishing the load carried by Toledo." Frankly, I can see absolutely no reason why it is necessary for the Deputy Director, Chief of Procurement, Chief of Warehouse and Shipping, all of the Medical Division, and Liaison Officer from the Procurement Coordination Division, to journey to Toledo for a period of two days to decide how the Toledo installation can either be reduced or closed out entirely.

In that instructions have been issued by the Chief Executive Officer that travel must be kept at a minimum, it is, therefore, recommended that these requests for travel be reviewed by you in that it is felt that either one or two officials at the very most should be able to carry out the necessary discussions with Toledo.

Attachments

cc-Mr. Weisl

861.11 (Domestic Travel)

Relieved
6 February 1947

MEMORANDUM

TO: Frederick C. McMillen
Executive Officer, Bureau of Supply

FROM: Norman Leon Gold, Director
Industrial Rehabilitation Division

SUBJECT: Authorization of cables.

As noted in our memorandum of 27 January, which was prepared in response to your request of 24 January, we would request that the following Branch Heads be reported to the Communications Branch as being authorized to sign and release cables for the Industrial Rehabilitation Division:

Lloyd E. Anderson Chief	Inland Transportation and Telecommunications Branch
Witold B. Uderski Chief	Fuel Branch
J.T. Lassiter, Chief	Industrial Rehabilitation Services Staff

This request is made in order to expedite the dispatching of cables concerning minor matters, and is repeated as in a communication on 30 January the Chief of the Communications Branch requested specimen signatures in this respect for only the Director, and the two Deputy Directors; i.e., Norman Leon Gold, and Ernest Weissmann and Victor Rodnev, respectively.

NLGOLD/mot

21141

3 February 1947

MEMORANDUM

TO: F. G. McMillen

FROM: Edwin R. Henson

SUBJECT: Appointment on w.a.e. basis for Grace Neelgy

This is for the purpose of requesting approval of a w.a.e. appointment as consultant for Miss Grace Neely, not to exceed ten working days. Miss Neely was retained on Field Services Unassigned for about three weeks for the purpose of completing certain work in the food processing program. She was able only to complete a portion of this owing to the fact that certain figures essential to her work were not available at that time. Miss Neely will be available to us for about ten days more and we should like very much to have her continue working on this program until its completion. It is estimated that she will complete her work by 18 February.

TFPEEBLES/aks

3 Feb.47

400-Neely Grace
(Security)

1 February 1947

MEMORANDUM

TO: Fred McMillen

FROM: W. L. Rice

On 27 December, I declared to the Surplus Disposal Committee, 12,800 bags of dry white beans packed in 50 lb. bags. These beans originally cost the Administration \$56,320.

For some time now the Surplus Disposal Officer has been attempting to have the Food Division take over these beans. Several members of the Division have indicated a desire to procure the beans but no transfer documents have been forthcoming.

I would appreciate your making an effort to have this situation cleared up in order that the beans might be moved into channels of use. Naturally, since we are disposing of the beans at cost price it is supposed that the necessary funds will be transferred to the Administrative Budget to cover the original purchase price.

72.3.1 (dry white beans)

27 January 1947

To: Frederick C. McKillen

From: Louis Swenson

In response to your memorandum of 24 January concerning persons authorized to sign cables for the Procurement Coordination Division, Mr. Bonnell, Mr. Davenport, and I are authorized to sign all cables originating in this Division. Mr. Bonnell and I will sign cables with particular reference to budgeting, funding, authorization and status of procurement; Mr. Davenport will sign cables with particular reference to Canadian procurement and sales of supplies surplus to the needs of the Bureau of Supply.

LSwenson/et

211-4 (cables)

27 January 1947

To: Frederick C. McMillen
From: Edwin R. Henson
Subject: Authorizing Officers for Release of Cables

The following people within the Division of Agricultural Rehabilitation are authorized to release cables:

Edwin R. Henson, Director

C. H. Willson, Associate Director

Hyde G. Buller, Assistant Director

The above people are authorized to release cables pertaining to any phase of agricultural rehabilitation with the understanding, of course, that outside clearances are obtained when necessary.

EM/lpj
27 Jan. 1947

21141 (release)

25 January 1947

MEMORANDUM

TO: Mr. F. McMillen
Executive Officer
Bureau of Supply

FROM: Dr. J. G. Johnstone
Director
Medical and Sanitation Supplies Division

In response to your memorandum of 24 January on the question of members of this Division authorized to sign cables for their release, I wish to advise that the only persons who are permitted to do this in the Medical and Sanitation Supplies Division are Mr. Leslie Atkins and myself. This does not include the people who may draft cables nor clear them in my Division.

JGJohnstone/mm

med -

211.41

24 January 1947

MEMORANDUM

To: Frederick McMillen
From: E. R. Henson

Reference is made to your request for additional justification of the attached Request for Domestic Travel for Henry Lintner.

Due to the removal of certain vessels from the livestock operations, it was necessary for Mr. Henry Lintner to come into Washington to discuss with the Ocean Shipping Division which ships should be removed from service and which ones should be retained. These discussions cannot be held over the telephone due to their length. One of the cases in question was the SS Woodstock Victory whose volumetric test did not, in the opinion of the Bureau of Animal Industry, pass inspection. It was necessary for Mr. Lintner to discuss these problems personally with Ocean Shipping.

Attachments
ERKatz:sh

400 - Lintner, Henry (Security)

Blue

22 January 1947

TO: Mr. Fred McMillen

FROM: Harry W. Marsh

SUBJECT: Authorizing Officers for Release of Cables

As changes in functions, assignments, and personnel take place at an increasing rate, care must be taken to insure that cables have had authoritative review prior to their release. It appears that this can best be accomplished by limiting the number of officers, on a functional basis, who can authorize the release of cables.

I am therefore requesting that you notify me of those officers in the Bureau of Supply whose final signatures will be considered authoritative. I hope the list can be very brief. There may be certain divisions which routinely release considerable numbers of cables not involving policy, procedure, or interpretation. Probably one person and an alternate might be nominated in such cases. On the other hand, the number of officers for the Bureau of Supply as a whole with authority to release cables involving matters of determination, policy, procedure, interpretation, etc., should be kept if possible to one officer and an alternate. For example, in the Bureau of Administration the Director of Personnel is authorized to release cables requesting recommendations of UNRRA employees for referral to a vacancy with another international agency. He may not authorize, however, the release of a cable which establishes a new policy for the outplacement of UNRRA employees. The latter cable would have to be cleared with various organizational units and senior officials and would be authorized for release by the Chief, Bureau of Administration.

The list should be on a functional title basis, even though the names of the current officers should be furnished. In this way, it will be fairly easy to keep abreast of changes.

May I hear from you by 23 January.

LOldham:cc
(identical subject letter to C. Mayne, B of A and Finance)



211:41 (Blue) (Release)

21 January 1947

MEMORANDUM

TO: Mr. F. G. McMillen
FROM: Dr. J. G. Johnstone
SUBJECT: Shipment of Metabolic Chart Rolls

In a letter dated 26 August 1946 signed by R. K. Myers then Associate Director of the Medical Division an agreement was made to ship a quantity of paper for basal metabolism apparatus purchased by the Czechoslovak Government. This paper has only just become available and has been delivered to the UNRRA Warehouse in New York City by the vendor. We have now been requested by the Czechoslovak representatives to ship this paper.

Since this is contributed material, I would appreciate very much your making the necessary arrangements for transportation.

I am attaching four copies of invoice covering one carton of 100 Metabolic Chart Rolls. I trust this invoice bears all pertinent information.

McMillen

Czech - 755.3

20 January 1947

MEMORANDUM;

TO: Frederick C. ~~McMilley~~

FROM: J. G. Johnstone, Director
Medical & Sanitation Supplies Division

SUBJECT: Authorized Signatures for Commodity Certifications

In response to your memorandum of 11 January the following are the names of persons authorized by this Division to certify as to the accuracy of invoices:

Dr. J. G. Johnstone
Mr. Leslie Atkins
Mr. R. H. Cheetham
Dr. J. J. Weisskopf
Mr. Francis Queen

Specimen signatures in the form requested are attached hereto.

Inasmuch as some of the technicians originally handling procurement responsibility for certain items are no longer UNRRA employees it may be necessary in isolated instances to recall them for limited periods for certification purposes, if such persons are available. We understand that if necessary this can be done.

attachments: (5)

med
2/2 3 -

20 January 1947

TO: Mr. F. McMillen
FROM: Dr. J. G. Johnstone

I herewith forward for your information a letter received from Technical Enterprises, Inc. on the question of the Byelorussian penicillin specialist.

My point is shall I arrange this meeting between McPherson and this firm in New York at UNRRA's expense. If you think that the demands of this firm upon UNRRA are too great there is no point in McPherson meeting them. I will merely acknowledge the letter and say that the ~~meeting~~ ^{matter} is under consideration.

JGJohnstone/vm

med

Byelo - 7557 (Per Bud)

20 January 1947

MEMORANDUM

TO: Mr. Frederick C. McMillen

FROM: E. R. Henson

SUBJECT: Certification of Procurement

In accordance with your request, there is attached a list of the members of this Division authorized to certify as to the accuracy of invoices. We are also attaching three copies of executed authorization forms for each of the persons listed.

You will note that Miss Long and Mrs. Sollins have been authorized to certify procurement for Agricultural Industries, and Baga and Haggins, respectively. Miss Long has been authorized because of the absence of Mr. Harry Clement who has left for an extended field trip to China. In the case of Mrs. Sollins, the rundown policy has left us with an inadequate number of commodity technicians among whom we can distribute the work load imposed by the certification project. Both Miss Long and Mrs. Sollins are thoroughly familiar with the procurement involved and are well qualified to represent the Division in this connection.

In order that the certification work may be properly timed with the rundown schedule and the efficient use of the time of our remaining commodity technicians in scheduling the certification work, it should be kept in mind that Mr. Edwards, Mr. Kolodny, Mr. Woods, Mr. Geucke and Mr. Strong are presently scheduled for termination on 31 March. It will also be necessary for our commodity technicians to devote at least a portion of each day to their regular duties during the period of certification work.

Attachments

HGBuller/so

778 (Certification)

17 January 1947

MEMORANDUM

TO: Frederick C. McMillen, Executive Officer
Bureau of Supply.

FROM: Norman Leon Gold, Director
Industrial Rehabilitation Division.

SUBJECT: List of Persons Authorized to Certify Invoices for IRD.

In response to your memorandum of 11 January, we are attaching hereto list of the personnel in this Division who are authorized to certify as to the accuracy of invoices. Also attached are the required forms, in triplicate, showing the name of each technician, the title and a specimen signature.

In the case of Charles Summers, Industrial Engineer in the Building Construction Section, he is presently absent from the city and the necessary form with specimen signature will be completed by him and sent forward to you immediately he returns to duty.

Attachs. 1 - List
19 - Forms (in trip.)

NLGOLD/mot

IRRD-Files
420

18 January 1947

The following are the Technicians in the Industrial Rehabilitation Division who are authorized to certify as to the accuracy of invoices:

INDUSTRIALS & MATERIALS BRANCH

Materials Section

Clifford Boyle	Acting Chief
J. Harry Quillinan	Industrial Engineer
Ida Meyerson	Research Assistant

Public Utilities

E. C. Wells	Industrial Engineer
Jaroslav K. Angerman	Electrical Engineer
Emmanuel Herzog	Mining Engineer

Building Construction

Gilbert P. Rich	Industrial Engineer
Willard M. Rogers	Industrial Engineer
Joseph A. Connor	Industrial Engineer
Charles Summers	Industrial Engineer

Machine Tool Equipment

Tadeusz Ostrowski	Industrial Engineer
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INLAND TRANSPORT. & TELECOMM. BRANCH

Telecommunications

H. S. Butz	Telecomm. Analyst
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Spare Parts, Tires, etc.

John P. Blessing	Supply Analyst
C. E. Raper	Spare Parts Analyst
Edward G. Chester	Spare Parts Analyst

FUEL BRANCH

POL and Coal

James R. Keeny	Chief of Section
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INDUSTRIAL REHAB. SERVICES STAFF

Technical Books

John T. Lassiter	Chief of Staff
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Lab. and Test Equipment

J. K. Angerman	Electrical Engineer
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Training Films & Prod.
Equipment

Ida Meyerson	Research Assistant
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MEMORANDUM

10 January 1947

TO: Mr. Fred McMillen
FROM: George J. Gould
SUBJECT: Authority to make Long Distance Telephone Calls.

In response to General Bulletin No. 245, attached, I have heard from two Divisions in the Bureau of Supply, namely, Division of Ocean Shipping and Division of Clothing, Textiles and Direct Procurement.

You may wish to call the attention of persons who are interested so they will not be inconvenienced after 15 January.

Attachment

211.5 (Long Distance)