

Declassified E.O. 12356 Section 3.3/NND No. 785015

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10000/100/847

20 pp.

Declassified E.O. 12356 Section 3.3/NND No. 785015

10000/100/847

NATOUA, ADMINISTRATIVE MEMORANDA  
APR. 1943; JULY-OCT. 1943

20 pp.

9261

FOLIO	DATE	REF.	TO/FROM
1-5	13 Jul	Admin Memo No 8	From: AFHQ
6	31 Aug	Admin Memo	from AFHQ
7-8	8 Sep.	15 AG/8409/Q.	" Q maint 15 AG
9	19 "	Admin. memo. 12	" AFHQ
10	30 "	" " 14	" HQ US Army APO 534
11	6 Oct	Gen Order #105	" " " "
12			" " " "
13			" " " "
14			" " " "



SUBJECT:- Casualties - Officers.

ANGOT/30. HQ.

ANGOT H.Q. SICILY.

27 Sept 43.

Camp Commandant.

A daughter, christened Lucia Margharita Elizabeth, was born on 21 Jun 43 at the Women's Clinic, Johns Hopkins Hospital, Baltimore, Maryland, U.S.A. to Lucia Marie Chislaine Harris the wife of 83741 Lt-Col. C.R.S. Harris, General 1st.

Please notify this casualty to G.H.Q. 2nd Echelon.

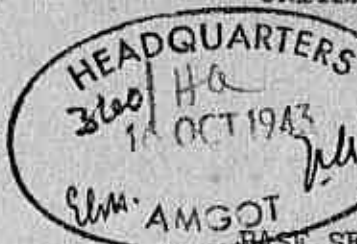
Captain,  
Staff Captain "A". 5260

PA.  
27/9

U. S. R E S T R I C T E D EQUALS BRITISH R E S T R I C T E D

HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

GENERAL ORDERS )  
NUMBER 105 )



6 October 1943

BASE SECTION BOUNDARIES

1. So much of GO Number 5, this headquarters, cs, as pertains to the eastern boundary of the Eastern Base Section is rescinded.

2. The eastern boundary of the Atlantic Base Section and the western boundary of the Mediterranean Base Section is redesignated to coincide with the eastern boundary of Morocco.

3. The eastern boundary of the Mediterranean Base Section, the western boundary of the Eastern Base Section, and the definition of area of the Center District of the Mediterranean Base Section remain as designated in GO Number 38, this headquarters, cs.

4. The eastern boundary of the Eastern Base Section coincides with the eastern boundary of Tunisia. The Bizerta Area of the Eastern Base Section is bounded as follows:

All inclusive AIN DRAHAM H-7542 - KEF ES SALAH H-9535 - KEF EL BIED H-9844 - all exclusive AINE SELLAM J-1346 - KSAR MEZOUAR J-3446 - DJ, EL ANG J-5545 - CHOUIGI J-7362 - SIDI ATHMAN J-87 thence road to road junction J-9477 thence River MEDJERDA to sea.

5. The area under control of the Island Base Section is so much of the Island of Sicily as is bounded on the east by the eastern boundary of the Seventh Army.

6. Each base section will serve all units of this command within its area and such additional units as may be designated by this headquarters.

7. All intelligence and counter intelligence matters pertaining to base sections will be governed by instructions issued by this headquarters.

By command of General EISENHOWER:

E. L. FORD  
Brigadier General, CSC,  
Chief of Staff

OFFICIAL:

H. V. ROBERTS  
Colonel, AGD,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
AFO 534

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(A7M6) security*

ADMINISTRATIVE MEMORANDUM

NUMBER 14

HEADQUARTERS  
360  
OCT 1943

30 September 1943

5258

Reciprocal Aid.....I  
Native Labor Companies.....II

I - RECIPROCAL AID

Paragraph 6, Administrative Memorandum Number 8, this headquarters, cs, is rescinded. Instructions covering the reporting on "Lend-Lease Reports" of United States supplies and equipment delivered to Allied governments are contained in Administrative Memorandum Number 12, this headquarters, cs.

II - NATIVE LABOR COMPANIES

From the dates specified below, the following native labor companies engaged in work for United States services and staffed by United States army personnel will be equipped and rationed on prescribed scales from United States stocks, and placed under the designated base section for administration, control and assignment of tasks:

Number	Base Section	Date
129	Mediterranean Base Section	13 September 1943
143	Mediterranean Base Section	26 September 1943.

By command of General EISENHOWER:

*[Signature]*  
H. V. ROBERTS  
Colonel, AGD,  
Adjutant General.

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HEADQUARTER  
NORTH AFRICAN THEATER OF OPERATIONS

UNITED STATES ARMY  
APO HEADQUARTERS

1966

ADMINISTRATIVE MEMORANDUM )

NUMBER 12 )

360 H 6  
26 SEP 1943  
AMGOT

-19 September 1943

LEND-LEASE

General ..... I  
Transfer Procedure ..... II  
Reporting Procedure ..... III

I -- GENERAL

1. Definition. Lend-Lease is the transfer to an allied government under the provisions of the Lend-Lease Act, of defense articles, facilities, information, or services. The provisions of this memorandum are not to be confused with Reciprocal Aid (supplies and equipment received by U S forces from an allied government), the method for the reporting of which is the subject of another directive of this headquarters, namely, Administrative Memorandum Number 8, cs.

2. Statutory Requirements.

a. In accordance with the Lend-Lease Act of 11 March 1941 (Public Law 11, 77th Congress; 55 Stat. 31; 22 U S 411, and following sections), the War Department is required to maintain complete records of all defense articles, facilities, information or services transferred to foreign governments under the provisions of the Act.

b. All transactions carried out in this theater which result in aid or assistance being rendered to a Lend-Lease country, as defined above, will be included in this record, and will be reported as prescribed herein. Shipments consigned to the Theater Commander earmarked for transfer to a specific Lend-Lease country after arrival will not be reported. However, a separate statement will be prepared to report all diversions of such shipments from the country for which originally intended. This statement will be prepared in accordance with the form attached hereto (Appendix Number 1), and will be marked clearly to indicate the country for which originally intended, and the country to which diverted.

II - TRANSFER PROCEDURE

1. Method of Transfer.

a. Normal

All transfers of U S property, facilities, information, or services, to a Lend-Lease government from stocks on hand in this theater will be authorized and directed by the Theater Commander. Normally, issues will be made by the commanders of the base sections, XII Air Force Service Command, and by the Director

*Handwritten notes:*  
P/A [signature] 25/9/43  
[signature] 24/9/43

*Copy sent to Air Supply  
and to Finance.*

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General of Military Railway Service. For the purpose of effecting formal transfer, the issuing unit will prepare a shipping ticket, tally-out ticket, or similar issue voucher in sextuplicate. Such issue voucher will include a description of the items transferred, the unit and total dollar value thereof, and the unit or organization to which issued. It will be marked clearly "ISSUED TO (name of service of allied government)", and all copies will be signed in ink by a duly authorized commissioned officer of the receiving government. Estimated prices will be indicated as such on shipping tickets, with the basis therefor. For other than Air Corps technical supplies, specific letter or cable authority from this headquarters will be cited, and in the case of Air Corps technical supplies, WD Circular AG 452 (9 June 43) OB-S-D-M 23 June 43, subject: "Policy Relating to Supply of Maintenance Parts for American Built Aircraft and Aeronautical Equipment Operated by Allied Forces" will be cited. One copy of the shipping ticket will be delivered to the receiving officer, one copy will be retained by the issuing officer, and four copies will be forwarded to the appropriate base section, Air Force Depot, or the Director General, of Military Railway Service, as the case may be.

b. Emergency.

Authorized issues made in the field by commanders of combat units will be supported by four signed copies of shipping tickets which will be forwarded, through channels, to the appropriate base section commander, as outlined in paragraph 1a above.

2. Valuation.

All transfers of property or services of any nature to a Lend-Lease government, as provided herein, will be evaluated in terms of dollars. Standard list prices or catalog prices will be used wherever possible. In the absence of list or catalog prices, prices will be estimated, using for that purpose any information available. Such estimates may be made by the general purchasing agents, SOS, NATOUSA, base sections, Air Service Command, the Director General of Military Railway Service, or local issuing officers. If, after exhausting every known source of information, it is determined to be impossible to place a value on any particular transfer, a supplementary statement will be attached to the report listing in detail the purpose classification, item, and quantity transferred, whether for military or civilian use, the recipient government, and the branch of service responsible. This statement will contain a complete description of the item transferred, using standard U S nomenclature and part number wherever possible, in order that a value may be assigned upon receipt of the report in Washington.

III - REPORTING PROCEDURE

1. Records and Reports.

To insure that a proper charge is made against the allied government concerned for deliveries of Lend-Lease supplies and equipment from U S stocks, commanders of the base sections, XII Air Force Service Command, and the Director General of Military Railway Service, will, as of the end of each month, summarize on "Report of Lend-lease Transfers", IAD Form No. DDA 7B (Appendix No. 1) all

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Sec III, par 1, (C)it'd.

shipping tickets, tally-out tickets, or similar issue vouchers. A separate form will be submitted by each supply service. Reports will be submitted in quintuplicate, supported by copies of shipping tickets, tally-out tickets, or similar issue vouchers, in triplicate. Separate reports will be rendered for each government. Negative reports will be submitted, where applicable, on the required form.

2. Period of Report.

The first report under this directive will cover all deliveries of Lend-Lease supplies and equipment up to and including 30 June 1943, and will reach the Lend-Lease Section, Finance Department, Headquarters MATOUSA, APO 534, U S Army, on or before 1 October 1943. Reports for July and August will also be submitted on or before 1 October 1943. Subsequent reports will be submitted as of the end of each month, and will reach this headquarters not later than the 15th of the month following. Shipping tickets already forwarded to this headquarters will be summarized by the Chief Finance Officer in his initial report.

3. Bi-Monthly Reports

The Chief Finance Officer, this headquarters, is charged with the responsibility of consolidating Lend-Lease reports, and of rendering cumulative reports as of the last day of the months of August, October, December, February, April and June, to the International Aid Division, Headquarters, Army Service Forces, Washington 25, D. C.

4. Classification

All transfers reported will be classified in accordance with the attached "Purpose Classification for Lend-Lease Transfers" (Appendix No. 2). All items falling within a single purpose classification will be summarized in one dollar figure, and no detail by item will be reported within the classification.

5. Instruction for Preparation.

The attached form will be reproduced on 8 x 13 paper, and will be prepared as follows:

a. Column (1) Enter purpose classification number and description, in accordance with Appendix No. 2.

b. Column (2) Enter the dollar value of transfers for military use made during the period covered by the report.

c. Column (3) Enter the cumulative dollar total of transfers for military use to reflect total transfers for the current and all previous reports.

d. Column (4) Enter the dollar value of transfers for civilian use made during the period covered by the report.

e. Column (5) Enter the cumulative dollar total of transfers for civilian use to reflect total transfers for the current and all previous reports.

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Sec III, par 5, cont'd

f. Column (6) Enter total transfers both civilian and military for the period covered by the report (Column (2) plus Column (4).)

g. Column (7) Enter cumulative transfers for both military and civilian use to reflect total transfers for current and all previous reports (Column (3) plus Column (5).)

6. Certification

Reports will be certified by the officer responsible for preparation as follows:

"I hereby certify that this report is correct, and in accordance with the records of this command.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Organization)

By command of General EISENHOWER:

*H. V. Roberts*  
H. V. ROBERTS  
Colonel, AGD,  
Adjutant General

2 Incls:

- 1 - Appendix 1
- 2 - Appendix 2

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Declassified E.O. 12356 Section 3.3/NND No. 785015

APPENDIX NO. 1

IAD  
Form No. DDA 7B

## REPORT OF LEND-LEASE TRANSFERS

(Organization reporting)

Country \_\_\_\_\_

Branch of service \_\_\_\_\_

Purpose classification		Military use		Civilian use	
No.	(1) Description	(2) This period	(3) To date	(4) This period	(5) To date
TOTAL					

Inlosure No. 1 to Adm Memo No. 12

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Declassified E.O. 12356 Section 3.3/NND No. 785015

REPORT OF LEND-LEASE TRANSFERS

(Organization reporting)

Date \_\_\_\_\_

Period \_\_\_\_\_ to \_\_\_\_\_

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Military use

Civilian use

Total

(2)  
This period

(3)  
To date

(4)  
This period

(5)  
To date

(6)  
This period

(7)  
To date



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APPENDIX NUMBER 2

Purpose Classification for Lend-Lease

Transfers

010 Ammunition

(Include all types of ammunition, components for ammunition, explosives and propellants, pyrotechnics, aircraft bombs, mines, grenades, rockets, destructors)

020 Ordnance Material

(Include all small arms and infantry weapons, aircraft armament, anti-aircraft weapons, tank and self-propelled artillery armament, field artillery, railway and seacoast artillery, fire control equipment and spare parts and accessories for all such items)

110 Aircraft

(Include all types of complete aircraft with armament, radio and spare parts and accessories)

120 Aircraft Engines, Spare Parts and Accessories

(Include all spare engines and engine parts, spare propeller parts, all other spare parts and accessories when supplied separately from the complete aircraft)

130 General Aeronautical Supplies

(Include all other aeronautical supplies of any nature).

210 Ordnance Vehicles

(Include all Ordnance vehicles as Tanks and Other Combat Vehicles, landing vehicles, tractors, tractor cranes, combat service vehicles, other Ordnance special vehicles and all spare parts and accessories for such vehicles).

220 Other Vehicles

(Include all trucks, automobiles, all other vehicles other than Ordnance vehicles and all spare parts and accessories for such vehicles).

410 Quartermaster Equipment, Supplies and Materiel

(Include all items of Quartermaster supply other than agricultural products).

9

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420 Medical Equipment, Supplies and Materiel

(Include all items of Medical Department supply)

430 Signal Equipment, Supplies and Materiel

(Include all items of Signal Corps supply)

440 Chemical Warfare Equipment, Supplies and Materiel

(Include all items of Chemical Warfare Service supply)

450 Engineer Equipment, Supplies and Materiel

(Include all items of Corps of Engineers supply)

460 Transportation Equipment, Supplies and Materiel

(Include all items of Transportation Corps supply)

500 Facilities and Equipment

(Include all land, appurtenances, buildings, or other structures, productive, service, or storage facilities, machine tools, or other machinery and equipment not specifically identifiable by supplying service and all operation or maintenance expense incurred in connection with facilities or equipment furnished).

610 Agricultural Products--Foodstuffs

(Include all dairy products, eggs, meat, fish, fowl, fruits, vegetables, nuts, grain and cereal products, sugar, chocolate, lard, fats, oils, and all other foodstuffs).

620 Agricultural Products-- Other than Foodstuffs

(Include all agricultural items not classified under 610 above).

800 Miscellaneous Services and Expenses

(Include all miscellaneous expenses which may be incurred for the benefit of a Land-Lease government such as storage, transportation, packing and handling, salvage and reclamation, administrative and overhead, communications, utilities, rent)



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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534



ADDENDUM TO

ADMINISTRATIVE MEMORANDUM

NUMBER

8

RECIPROCAL AID

5252

1. Instructions for the use of United States-Allied Requisition Form, Appendix No. 1 to Administrative Memorandum No. 8, this headquarters, cs, are as follows, numbers corresponding with note references on the appendix:

- a. (1) Where possible, a separate requisition will be made for items from each section of the Army or RAF Vocabulary (Catalogue) of Stores, because the various sections are often stocked in different depots.
- (2) Requisitions for rations should run in a separate series, with the letter "R" before the number (see also g below).
- (3) U. S. Forces will prepare 3 copies of all requisitions for distribution to higher U. S. echelons.
- b. The officer requisitioning stores will sign under the heading "Requisitioned by". The officer approving the requisition will sign under the heading "Requisition approved by".
- c. Usual post office address unless security requires use of code address or omission of address.
- d. In column 4, insert "lbs", "gals", etc., as required.
- e. Write:
  - "A" for first supply.
  - "B" for immediate replacement.
  - "C" for stock. Note: Abbreviation "C" is to be used only in requisitions on the Air Forces.
- f. Column 8 is for use on U. S. officers' record copies only; will be used only if convenient, to assist officers in maintenance of required records.
- g. When requisitioning rations:
  - (1) The first entry in Column 3 should be the word "Rations", and in Column 5, the number of complete rations required. If it is desired to underdraw any items of the ration a note should be made in Column 3 stating the items and quantities to be underdrawn.

Distribution:

2 to each div.

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Addendum to  
Admin Memo No. 8, (RESTRICTED  
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(2) State days on which the rations will be used, under "Period" at top of form.

(3) For hospitals, prepare separate sheets for:  
(a) Permanent staff.  
(b) Patients.

2. The following additional instructions will be observed in the preparation of Summary Report Under Reciprocal Aid submitted in compliance with Administrative Memorandum Number 8:

a. Adequate description of services, supplies, equipment, or facilities received, including voucher folio number whenever possible, quantity, and unit measurement.

b. Columns (2), (3), and (4) will show the dollar value of such supplies or services received.

c. Column (4), "Other Disposition", will be used only when supplies or services are returned to the allied government.

d. Column (5) "Purpose For Which Acquired and Description of Disposition" should be brief and general.

e. Columns (2), (3), and (4) should be sub-totaled, and balances carried forward on each sheet of the report.

f. Columns (3) and (4) should equal column (2).

g. Negative reports, where applicable, should be submitted by each section.


h. Summary Report Under Reciprocal Aid Form should be mimeographed on 8 x 13 paper.

3. Attached hereto (Appendix 1) is a model form of Summary Report Under Reciprocal Aid. This form is applicable to each section reporting, and should be followed in the preparation of future reports.

By command of General EISENHOWER:

1 Incl:  
Appendix 1

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H. V. ROBERTS  
Colonel, AGD,  
Adjutant General.

- 2 -  
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Sheet No. of Sheets

## SUMMARY REPORT UNDER RECIPROCAL AID

SCHEDULE OF ASSISTANCE RECEIVED  
FROM ALLIED GOVERNMENTS  
UNDER THE LEND-LEASE ACT  
( Act of 11 March 1941 )

## MODEL FORM

ALLIED GOVERNMENT (British) ORGANIZATION REPORTING Quartermaster Sec. Period from 1 August 43 To 31 August 43  
APO , c/o P.M.

DESCRIPTION OF SERVICE, SUPPLIES, EQUIPMENT OR FACILITIES RECEIVED				RECEIVED (\$ Value) (2)	RETAINED (\$ Value) (3)	OTHER DISPOSITION (\$ Value) (4)	PURPOSE FOR WHICH ACQUIRED AND DESCRIPTION OF DISPOSITION (5)
FOLIO No. 1 (a)	Quantity 1 (b)	Unit 1 (c)	ITEM 1 (d)				
			<u>CLOTHING AND EQUIPAGE</u>				
	100	ea	Blankets, O.D.	6,900.00	3,450.00	3,450.00	To replenish supplies.
			<u>SUBSISTENCE</u>				
	20	loaves	Bread	2.40	2.40		Rations.
	10	tons	<u>FUEL</u> Coal	60.00	60.00		For hospital use.
			<u>MISCELLANEOUS</u>				
	14	lbs	Nails	.84	.84		For depot use.
Values indicated by * were estimated by U.S. on basis of U. S. Market Values. Other values were furnished by British, converted at \$4.00 equal one pound.							
xxx	xxx	xxx	TOTALS	\$ 6,963.24	\$ 3,513.24	\$ 3,450.00	/s/ JOHN S. DOE, /t/ JOHN S. DOE, Colonel, QMC, xxx Quartermaster.

APPENDIX 1



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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMYHEADQUARTERS  
334 HQ  
7 SEP 1943  
359/HQ  
AMGOT*Albert M. Galt*  
*% mil. Sec. Sec'y*  
*MP-1214*

ADMINISTRATIVE MEMORANDUM )

NUMBER

11 )

31 August 1943

NATIVE LABOR COMPANIES

5250

Effective 1 September 1943, the following native labor companies engaged in work for U. S. services and staffed by U. S. Army personnel will be equipped and rationed on prescribed scales from U. S. stocks, paid from U. S. funds, and placed under the designated base sections for administration, control and assignment of tasks:

Number	Section	Number	Section	Number	Section
103	MBS	124	EBS	140	MBS
104	EBS	125	EBS	141	EBS
108	MBS	128	MBS	144	EBS
109	MBS	130	EBS	145	EBS
112	MBS	132	MBS	146	EBS
122	EBS	135	EBS	147	MBS
123	EBS	137	EBS	153	MBS

By command of General EISENHOWER:

*H. V. Roberts*  
H. V. ROBERTS  
Colonel, AGD,  
Adjutant General

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM )

NUMBER 8 )

13 July 1943

5249

RECIPROCAL AID

1. Administrative Memorandum No. 1, February 15, 1943, and Administrative Memorandum No. 2, March 15, 1943, this headquarters, are rescinded. The procedure for handling and reporting Reciprocal Aid is outlined below.

2. Definition. Reciprocal Aid (frequently known as Reserve Lend-Lease) is the method by which supplies, equipment, facilities, and service of all kinds are furnished by the Allies of the United States to the United States armed forces, without the payment of money. This term includes any items or service which can be made available by the government concerned, except pay and allowances of military personnel. Reciprocal Aid will be utilized wherever possible. Agencies of the United States Government receiving property from allied sources under Reciprocal Aid are relieved from accountability therefor to the allied government, but will make the accounting prescribed in this memorandum. In this theater, Reciprocal Aid will be provided chiefly by the British Government, but other governments may be included from time to time. It does not apply to the French North or West African authorities at the present time.

3. Procurement under Reciprocal Aid.a. Normal Procurement.

- (1) Procurement under Reciprocal Aid normally will be by the U. S. Supply Services and by the Air Force, using the standard requisition form (Appendix 1).
- (2) (a) Supplies or services will be normally accompanied by an invoice in sextuplicate. The receiving officer will receipt all copies, and forward four of them through his immediate commanding officer to the appropriate base section or Air Force depot as the case may be, and the remaining two to the issuing office.  
(b) In cases where invoices do not accompany supplies, the receiving officer will prepare certified inventories, in sextuplicate, which will be used in lieu of invoices for receipt and forwarding.

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BY



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Adm. Memo  
 13 July 1943, cont'd

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(4)

Appendix No. 3), invoices, receipts and inventories of all items received under Reciprocal Aid from each allied government. Reports will be rendered in quintuplicate, supported by copies of signed invoices, inventories or receipts, in triplicate, and will reach the Reciprocal Aid Section, Finance Department, this headquarters, APO 534, not later than the 15th of the following month. The first regular report included all Reciprocal Aid received prior to February 28, 1943. A report is required for each month subsequent to February, 1943. Negative reports will be submitted on the prescribed form. All reports will be authenticated, with rank and organization of officer shown thereon.

b. Monthly Reports will include:

- (1) All phases of real estate activities, such as appraisals of real property taken over by the United States Forces; inventory and conditions of all fixed and movable property and facilities; definite records of leases, rental bases, billets, camp sites, maneuver areas, improvements made, and any other pertinent information such as heat, water, and light, received on Reciprocal Aid account which will be of value in issuing proper credit to the allied government concerned.
- (2) Costs of all types of transportation furnished by the allied government on Reciprocal Aid account.
- (3) All supplies, services, labor, equipment, and facilities procured from the allied government on Reciprocal Aid accounts.

c. Bi-monthly Reports. The Chief Finance Officer, this headquarters, is charged with the responsibility of rendering the required cumulative reports to The Director, International Aid Division, Army Service Forces, Washington, D. C. These reports will be summarized six times yearly as of the last day of the months of February, April, June, August, October and December.

6. Supplies furnished to Allied Governments. Where United States supplies or services are transferred to an allied government, the issuing U. S. unit will prepare a shipping ticket, tally-sheet, or similar issue voucher in sextuplicate showing standard U. S. prices. Five copies will be sent with the supplies with instructions to return four signed copies. The issuing U. S. unit will retain one copy, and forward three signed copies to the appropriate base section or Air Force Depot as the case may be.

By command of General EISENHOWER:

*H. V. Roberts*  
 H. V. ROBERTS  
 Colonel, ACD.,  
 Adjutant General

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RECIPROCAL AID FORM 1

UNIT REQUISITION NO  
(See Note 1 a, b, and c)Date 194

Sheet No

TO Insert United States or British Office  
or other ally on which drawn

No. of Sheets

DELIVER TO	Period	for which supplies are required.

Requisition Approved by:  
(See note (2)).

REQUISITIONED BY: (See Note (2)).

Signature \_\_\_\_\_

Rank

Unit or Organization

Address where permissible (See Note (3))

[illegible]

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## RECIPROCAL AID FORM 1

## REQUISITION

Instruction for Use of Form

1. a. Where possible, a separate requisition will be made for items from each section of the Army or RAF Vocabulary (Catalogue) of Stores, because the various sections are often stocked in different depots.
- b. Requisitions for rations should run in a separate series, with the letter "R" before the number (see also 7 below).
- c. U. S. Forces will prepare 3 copies of all requisitions for distribution to higher U. S. echelons.
2. The officer requisitioning stores will sign under the heading "Requisitioned by." The officer approving the requisition (all U. S. Forces and British Army) will sign under the heading "Requisition approved by".
3. Usual P. O. address unless security requires use of code address or omission of address.
4. In column 4 insert "lbs", "gals" etc. as required.
5. Write A for first supply.  
E for immediate replacement.  
C for stock. Note: Abbreviation C is to be used only in requisitions on the RAF.
6. Column 8 is for use on U. S. officers' record copies only: will be used only if convenient to assistant officers in maintenance of required records.
7. When requisitioning rations:
  - a. The first entry in column 3 should be the word "Rations" and in column 5 the number of complete rations required. If it is desired to underdraw any items of the ration a note should be made in column 3 stating the items and quantities to be underdrawn.
  - b. State days on which the rations will be used, under "Period" at top of form.
  - c. For hospitals, prepare separate sheets for:
    - (1) Permanent staff.
    - (2) Patients.

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Appendix No. 3

CLASSIFICATIONS OF SUPPLIES AND SERVICES FOR RECIPROCAL AID REPORTS

A. SERVICE OF SUPPLY

I. CHEMICAL WARFARE SERVICE

1. Research and development.
2. Substitutes for T/BA items.
3. Training items.
4. Operation of CWS Depots.
5. Substitutes for CWS ammunition.

II. ENGINEER SERVICE

1. Troops accommodations.
  - (a) Permanent British accommodation.
  - (b) Requisitioned property.
  - (c) Semi-permanent accommodation.
  - (d) Tentage.
  - (e) Billets (British law).
  - (f) Rented quarters.
2. Depots.
3. Port facilities.
4. Hospitals.
5. Air base facilities.
6. Practice camps and ranges.
7. Maneuver lands and areas.
8. Construction equipment.
9. Construction materials.
10. Engineer supplies and services.

III. MEDICAL SERVICE

1. Class 1 - Drugs, chemicals, biological stains and products.
2. Class 2 - Surgical dressings.
3. Class 3 - Surgical instruments, surgical applicances, miscellaneous diagnostic instruments and surgical supplies.
4. Class 4 - Laboratory equipment and supplies.
5. Class 5 - Dental equipment and supplies.
6. Class 6 - X-ray equipment and supplies.
7. Class 7 - Furniture, physiotherapy equipment, hospital linen and bedding mess equipment and supplies, cleaning and preserving equipment and supplies, stationery and miscellaneous office equipment and supplies, miscellaneous hospital equipment and supplies.
8. Class 8 - Veterinary equipment and supplies.
9. Class 9 - Field equipment and supplies.
10. Class 10 - Non-standard medical and surgical supplies and services.



Appendix No. 3,  
cont'd

C O N F I D E N T I A L  
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IV ORDNANCE SERVICE

1. Ammunition and explosives.
2. Artillery and small arms.
3. Tank and armored vehicles.
4. Cargo Class B vehicles.
5. Maintenance, tools, and equipment.
6. Cleaning and preserving materials.
7. Depot supplies and equipment.
8. Services on motor vehicles.
9. Other supplies and services.

V QUARTERMASTER SERVICE

1. Clothing and equipage.
2. Regular supplies.
3. Subsistence.
4. Salvage operations.
5. Fuel.
6. Services and labor.
7. Army Exchange service.
8. Miscellaneous.

VI SIGNAL SERVICE

1. Radio equipment.
2. Wire communications.
3. General signal equipment.
4. Office equipment, supplies, and services.
5. Telephone and telegraph service.
6. ~~Radio~~ service.

B. AIR FORCE

1. Airplanes, engines and accessories.
2. Electrical equipment and supplies.
3. Photographic equipment and supplies.
4. Maintenance materials and supplies.
5. Machinery, tools, and equipment.
6. Aircraft combat material.
7. Portable aircraft hangars.
8. Special clothing and supplies.
9. Other supplies and services.

VII SPECIAL SERVICE

1. Athletic equipment.
2. Recreational equipment.
3. Books and periodicals.
4. Entertainment.

VIII TRANSPORTATION SERVICE

1. Railroad transportation.
  - (a) Personnel.
  - (b) Army cargo.
2. Water transportation.
  - (a) Personnel.
  - (b) Army cargo.
3. Other transportation.

①  
L.I. FORM NO. 1  
FD NATOUA  
13 APRIL 1943

Appendix 2

## SUMMARY REPORT UNDER RECIPROCAL AID

SCHEDULE OF ASSISTANCE RECEIVED  
FROM ALLIED GOVERNMENTS  
UNDER THE LEND-LEASE ACT  
(Act of 11 March 1941)

ALLIED GOVERNMENT \_\_\_\_\_ ORGANIZATION REPORTING \_\_\_\_\_ Period from \_\_\_\_\_

DESCRIPTION OF SERVICE, SUPPLIES, EQUIPMENT OR FACILITIES RECEIVED				RECEIVED (\$ Value) (2)	RETAINED (\$ Value) (3)	OTHER DISPOSITION (\$ Value) (4)
FOLIO No. 1 (a)	QUANTITY 1 (b)	UNIT 1 (c)	ITEM 1 (d)			
XXXX	XXXX	XXXX	TOTALS	\$	\$	\$

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Appendix No. 2



785015

SHEET NO. 1 of 1 SHEETS

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**SECRET**

ATION REPORTING \_\_\_\_\_ Period from \_\_\_\_\_ To \_\_\_\_\_

LIABILITIES RECEIVED	RECEIVED (\$ Value)	RETAINED (\$ Value)	OTHER DISPOSITION (\$ Value)	PURPOSE FOR WHICH ACQUIRED AND DESCRIPTION OF DISPOSITION
ITEM 1. (d)	(2)	(3)	(4)	(5)
TOTALS	\$	\$	\$	XXXXXXXXXXXXXX

[0 3 8 4]