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FEB. 1944

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ACC, ADMIN MEMORANDUM, MATOUSA
FEB. 1944 - MAY 1945

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

ADMINISTRATIVE MEMORANDUM)

NUMBER

4)

20 May 1945

SCALE OF ACCOMMODATIONS AND STANDARDS OF CONSTRUCTION
FOR ENEMY PERSONNEL IN LABOR CAMPS

23 MAY 1945

1. Tent facilities for enemy personnel housed in small groups at other than regular PW enclosures are authorized within the limit of the following scale, when no existing buildings are available:

Type of Accommodation	Unit	Amount	Electric Lights Watts per sq ft
*Kitchen	sq ft/person	3	.5
*Offices	" " "	1	.5
*Storerooms	" " "	1	.2
Latrines	" " "	1	
Showers w/screen	" " "	1.25	
*Dispensaries 20' x 40'	Per 1 M per	1	.5

2. Living space - Construction of buildings either site constructed or portable for living space is not authorized. Heavy tentage when available supplemented by shelter halves will be used.

3. Kitchens - Space allowance includes space for supplies. Water taps are authorized on basis of two maximum per kitchen depending on size of kitchen.

4. Insect screening is authorized for the following facilities:

a. Kitchens.

b. Latrines - latrine boxes will be made flyproof.

Note: Cloth screening or salvage mosquito bar material is suitable. 5846

5. Water Supply - Effort will be made to locate installations to take advantage of existing water supply systems. Where no existing system is available and the permanency of the installation warrants, water supply system consisting of wells, pumps, elevated tanks, etc, may be constructed. Such systems will be designed if possible on the basis of total maximum consumption rate of 10 gallons per man per day for camps.

6. Electric lighting is not authorized for living quarters. Where authorized, it will be provided from local sources where power is available and lines are adjacent to site.

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Hq MTOUSA Adm Memo #4 (cont'd)

7. Where tentage is not available, sandwich type construction of chicken wire and roofing paper may be used to provide facilities listed in paragraph 1 and marked by (*).

BY COMMAND OF GENERAL MCNAFNEY:

C. W. Christenberry
C. W. CHRISTENBERRY
Colonel, AGC
Adjutant General

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HEADQUARTERS
MEDITERRANEAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 512

- 6 APR 1945

ADMINISTRATIVE MEMORANDUM) 6 APR 1945
NUMBER 2)

6 APR 1945 3 April 1945

LEND - LEASE

General	.I
Transfer Procedure	.II
Reporting Procedure	.III
Transfers to Brazilian and French Troops	.IV
Return of Lend-Lease Material	.V
Diversion of Marked Shipments	.VI
Effective Date	.VII

Administrative Memorandum Number 12, this headquarters, 1943, and any other directives or instructions heretofore issued which are in conflict with the provisions below are rescinded.

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 the US Forces from an Allied Government), which is the subject of Administrative Memorandum Number 13, this headquarters, 1943. Transfers to the Italian Government or to any department or division thereof are not Lend-Lease, and are not included in this memorandum.

2. Statutory Requirements - In accordance with the Lend-Lease Act of 11 March 1941 (Public Law 11, 77th Congress; 55 Stat. 31; 22 US 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.

3. References

- a. War Department Circular Number 203, dated 23 May 1944, paragraph 11b.
- b. War Department Memo 35-44 dated 22 September 1944.
- c. War Department Memo 55-44 dated 29 August 1944.

4. Purpose - Final accounting for all Lend-Lease transfers is accomplished in Washington. The purpose of this memorandum is to define the records which will be maintained in the theater, establish the procedures for the transfer of Lend-Lease aid within the theater, and prescribe the reports required.

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Hq ITOUSEA Adm Memo # 2 (cont'd)

II - TRANSFER PROCEDURE

5. Authority

a. All transfers of US property, facilities, services, or information to a Lend-Lease government within this theater will be as authorized and directed by the Commanding General, ITOUSEA.

b. Authority is granted to subordinate commanders to make emergency transfers.

c. Except in cases of operational necessity prior approval will be obtained from the Munitions Assignment Board for Lend-Lease transfers. Requests for such approval will be submitted by this headquarters to "International Division, ASF, Washington, D.C."

6. Receipt

a. All Lend-Lease transfers except as specifically mentioned in paragraph 7 below will be acknowledged by a receipt signed by an officer or other authorized representative of the receiving government.

b. Normally such receipt will be in the form of a Shipping Ticket (QMC Form 432), but any other written evidence of transfer and receipt such as Tally Sheet, Issue Voucher, Manifest, or other document will be acceptable.

c. Receipt will contain the following information:

- (1) Country and Organization or Service to which transferred.
- (2) US Issuing Agency.
- (3) Date of transfer.
- (4) Authority for transfer.
- (5) Description of article, service or information transferred.
(Standard US nomenclature will be used when possible)
- (6) Condition. New or Used - Such information as will assist in fixing value.
- (7) Quantity transferred.
- (8) Certificate of US issuing officer as to correctness.
- (9) Signature of officer or other authorized representative of receiving country.

d. Receipts will not be finally priced by the issuing agency, but estimated values may be indicated to assist in final evaluation.

e. Receipts will be disposed of as follows:

- 2 -

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HQ MTOUSA Adm Memo # 2 (cont'd)

(1) Original and one copy through normal channels to the appropriate Base Section or AMFSC/ITC for accounting purposes as set forth below.

(2) One copy retained by issuing agency.

(3) One copy to receiving agency of Allied Government.

7. Exceptions - The normal method of receipt and accounting described in paragraph 6 will not be followed in case of the following transfers.

a. Common pool petroleum products - Accounting is accomplished on the basis of reports of AFHQ Petroleum Section, and receipts for separate transactions are not required.

b. Army Air Force Technical Supplies - Accounting will be accomplished in accordance with WD Letter AG 452 (9 June 1943) OE-S-D-11 23 June 1943, Subject: "Policy relating to Supply of Maintenance Parts for American Built Aircraft and Aeronautical Equipment Operated by Allied Forces."

c. Transportation furnished by Air Transport Command - Accounting is accomplished in accordance with paragraph 3 of WD Memo 35-44.

d. Earmarked Shipments - Shipments consigned to commanders of overseas theaters or separate bases earmarked for transfer to a specific Lend-Lease government after arrival are known as earmarked shipments or Commanding General Shipments. Accounting is accomplished in Washington.

e. Ocean Transportation furnished by the War Shipping Administration - Accounting is accomplished in accordance with WD Memo 35-44 of 29 August 1944.

f. Hospitalization of Allied Personnel - Rolls of Allied patients in US hospitals will be submitted as directed in Section III, Circular Letter Number 1, Headquarters, MTOUSA, Office of the Surgeon, dated 1 January 1945.

g. Transfers to Brazilian and French Troops - See special instructions in paragraph 12 below.

III - REPORTING PROCEDURE

8. Base Sections and AMFSC/ITC will:

a. Segregate receipts received from issuing agencies in accordance with paragraph 6c above by services and by countries and forward them to the appropriate Special Staff Section of this headquarters with a covering letter.

b. Verify the authority for transfer.

9. The Chief of each Service will:

a. Price the article, service or information or otherwise handle in accordance with Section III of WD Memo 35-44.

b. Extend and total the dollar value.

c. Summarize the dollar value by purpose classification (See inclosure Number 1) and by country.

d. Certify that the report is correct and in agreement with the records of that command.

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Hq. HTOUSA Adm Memo #2 (cont'd)

c. Submit the summarized report to the Fiscal Director on Form DDA-7B (See Inclosure Number 2).

10. The first report required in paragraph 9c above will cover the months of January and February 1945 and will be submitted to the Fiscal Director not later than 15 April 1945. Thereafter reports will be submitted bi-monthly on the 15th of May, July, September, November, January, and March covering the two previous calendar months.

11. The Fiscal Director will consolidate the reports and submit bi-monthly reports to International Division, ASF, in accordance with WD Memo 35-44.

IV - TRANSFERS TO BRAZILIAN AND FRENCH TROOPS

12. Lend-Lease transfers to Brazilian and French Troops in the theater will be accomplished and accounted for as follows:

- a. Earmarked Shipments - See paragraph 7d above.
- b. Initial issue of T/O and E Equipment in accordance with paragraphs 5, 6, 8, 9, 10, and 11 of this memorandum.
- c. Initial issue of ammunition - In accordance with paragraphs 5, 6, 8, 9, 10, and 11 of this memorandum.
- d. Ammunition Expenditure - Expenditures will be reported to PEMBARK in the Ammunition Supply Report, and accounting will be accomplished in Zone of Interior.
- e. Monthly Material Status Report Items - Losses will be reported in the Monthly Material Status Report and accounting accomplished in Zone of Interior.
- f. Common Pool Petroleum Products - In accordance with paragraph 7a above.
- g. AAF Technical Supplies - In accordance with 7b above.
- h. Hospitalization - In accordance with paragraph 7f above.
- i. Subsistence, Maintenance and Replacements
 - (1) Accounting is accomplished on the basis of a per capita per diem charge.
 - (2) Issues will be made through normal US supply channels, and such receipts and records will be maintained as are required from comparable US organizations in similar circumstances.
 - (3) The Adjutant General will report to the Fiscal Director not later than the 15th of May, July, September, November, January and March, the average daily strength of Brazilian and French troops in the theater for the two previous calendar months.

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Hq AFMUSA Adm Memo # 2 (cont'd)

(4) Fiscal Director will multiply the average daily strength by the established per capita per diem figure by the number of days in the period and include the dollar value in the bi-monthly report on Form DDA-7B under purpose classification 999 - Undistributed.

V -- RETURN OF LEND-LEASE MATERIAL

13. The principles set forth herein for the transfer and accounting of Lend-Lease material transferred to an Allied Government will govern in the case of the return to the US of such Lend-Lease material. This is not to be confused with Reciprocal Aid. (See paragraph 1 above)

14. A separate report on the Return of Lend-Lease Material will be made by the Fiscal Director on Form DDA-7B. The heading of the report will be changed to read "Report of Credit on Returns".

VI - DIVERSION OF EARMARKED SHIPMENTS

15. Earmarked Shipments which are diverted from the country for which originally intended will be reported separately by the Base Section or AAF/SC on Form DDA-7D. (See inclosure Number 3)

VII - EFFECTIVE DATE

16. These instructions will be effective as of 1 January 1945.

BY COMMAND OF GENERAL MCWARTNEY:

C. W. CHRISTENSEN
C. W. CHRISTENSEN
Colonel, AGD
Adjutant General

3 Incls:

- #1 - Purpose Classification for Lend-Lease Transfers
(Incl 3 to WD Memo 35-44)
- #2 - Form DDA-7B (Incl 1 to WD Memo 35-44)
- #3 - Form DDA-7D (Incl 2 to WD Memo 35-44)

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Incl #1, to HQ HTOUSA Adm Memo # 2

1. C10 Ammunition

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

2. C20 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).

3. 110 Aircraft

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

4. 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.)

5. 130 General Aeronautical Supplies

(Include all other aeronautical supplies of any nature).

6. 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).

7. 220 Other Vehicles

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

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8. 330 Ocean Transportation of Property

(Include all transportation furnished as Lend-Lease aid for cargo carried on vessels owned by or under bare-boat charter to the War Department).

9. 410 Quartermaster Equipment, Supplies and Material

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

10. 420 Medical Equipment, Supplies and Material

(Include all items of Medical Department supply).

11. 430 Signal Equipment, Supplies and Material

(Include all items of Signal Corps supply).

Incl #1 to Hq HTOUSA Adm Memo # 2 (Cont'd)

12. 440 Chemical Warfare Equipment, Supplies and Material

(Include all items of Chemical Warfare Service supply).

13. 450 Engineer Equipment, Supplies and Material

(Include all items of Corps of Engineers supply).

14. 460 Transportation Equipment, Supplies and Material

(Include all items of Transportation Corps supply).

15. 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).

16. 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).

17. 620 Agricultural Products -- Other than Foodstuffs

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

18. 661 Gasoline

19. 662 Petroleum Products other than gasoline.

20. 000 Miscellaneous Services and Expenses

(Include all miscellaneous expenses which may be incurred for the benefit of a Lend-Lease government such as storage, transportation (rail and other transportation, except transportation furnished on aircraft operated by or for the Air Transport Command, and ocean transportation), packing and handling, salvage and reclamation, administrative and overhead communications, utilities, rent).

21. 821 Ocean Transportation of Personnel

(Include all transportation furnished as Lend-Lease aid for personnel on vessels owned by or under bare-boat charter to the War Department).

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REPORT OF LAND-USE TRANSFERS

Organization reporting

Data

Period

Purpose classification		Military Use		Civilian Use		
No.	(1) Description	(2) This period	(3) To date	(4) This period	(5) To date	(6) This period
NOTE 1 - See paragraph 9 for instructions for preparation of form						
TOTAL						

2004

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REPORT OF DIVERSIONS OF COMMANDING GENERAL SHIPMENTS

Organization reporting

branch of service

Date _____

Per1

NOTE 1 - See paragraph 15.

2005

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

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REPORT OF DIVERSIONS OF COMMANDING GENERAL SHIPMENTS

Organization reporting

Date

Branch of service

Period

Description	Military Use		Civilian Use		Total	
	(2) This period	(3) To date	(4) This period	(5) To date	(6) This period	(7) To date
NOTE 1 - See paragraph 15.						

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HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

Admin Section

ADMINISTRATIVE MEMORANDUM)

NUMBER

7)

13 September 1944

6 SEP 1944

Scales of Accommodation and Standards of Construction I
Disposal of Property Received by the U. S. Under Reciprocal Aid II

I ---- SCALES OF ACCOMMODATION AND STANDARDS OF CONSTRUCTION

Paragraph 22, NATOUSA Administrative Memorandum Number 13, 1943, is amended by the deletion of the table therein and by the substitution of the following:

<u>Type and Nominal Capacity of Hospital</u>	<u>Number and Size of Generators</u>
250 Bed Station	2 - 15KW Units
500 Bed Station	2 - 30KW Units
750 Bed Station	2 - 30KW & 1 - 15KW Units
1500 Bed General	4 - 30KW Units
2000 Bed General	5 - 30KW Units
3000 Bed Convalescent	2 - 30KW Units

II ---- DISPOSAL OF PROPERTY RECEIVED BY THE U. S. UNDER RECIPROCAL AID

1. Published herein, as a supplement to War Department Circular Number 283, 1944, are the present views of the War Department regarding the disposal of property received under Reciprocal Aid which is excess to the needs of the U. S. Army Forces in this theater. Such Reciprocal Aid property may be:

a. Shipped to another U. S. theater without obtaining the consent of the supplying government.

b. Retransferred to a third government with the consent of the supplying government. 5809

c. Returned to the supplying government with its consent.

d. Otherwise disposed of with the consent of the supplying government.

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Hq NATOUSA Adm Memo #7 (cont'd)

2. Inasmuch as it is maintained that title to Lend-Lease property remains with the United States, the War Department considers that title to property received under Reciprocal Aid is retained by the supplying government. Therefore, property received under Reciprocal Aid will not be disposed of without obtaining the prior consent of the supplying government.

3. Hereafter, when usable property received under Reciprocal Aid which is suitable for shipment to another theater in substantial amounts becomes excess to the needs of the U. S. Army Forces in this theater, prior approval of the War Department will be obtained before seeking the consent of the supplying government to retransfer, return, or otherwise dispose of such Reciprocal Aid items.

4. The Theater Commander is required to submit a report to the Commanding General, Army Service Forces, Washington, or to the Commanding General, Army Air Forces, Washington, as the case may be, covering all substantial excess of items of Reciprocal Aid origin which are suitable for shipment to another theater. This report will include a brief description of each item, including the condition thereof, the name of the supplying government, and the quantity available. The Commanding General, SOS NATOUSA, will make this report on Army Ground Force items and items common to Ground and Air, in the same manner and under the same terms of reference as he now reports other surplus material in the theater. The Commanding General, AAF, will likewise report on items peculiar to the Air Forces.

5. Prior approval of the War Department is not required before disposing of all other items procured under Reciprocal Aid, but it is necessary that prior consent of the supplying government be obtained.

6. The Theater Commander may make emergency retransfers to a third government, but in each case, approval of the supplying government will be obtained as expeditiously as possible.

7. All retransfers by the U. S. to third governments of British munitions received from U. K. sources under Reciprocal Aid will be made in accordance with policies established by the Munitions Assignment Board, Washington, in MEW 67/8 and 67/10, regarding which War Department instructions are now being prepared. As soon as such instructions are received, they will be published.

8. When property procured under Reciprocal Aid is "otherwise disposed of with the consent of the supplying government", as indicated in paragraph 1d above, the proceeds from such sales should be deposited with U. S. Army Finance Officer, and held in suspense account pending agreement between the U. S. and the foreign government concerned as to the entire question of division of proceeds from disposition of surplus Lend Lease and Reciprocal Aid property.

9. The term "substantial amounts", as used herein, is a matter for the judgment and discretion of the Theater Commander, and determinations thereof will be made for the Theater Commander by the Assistant Chief of Staff, G-4, this headquarters.

By command of Lieutenant General DEVERS:

R. H. Christie

R. H. CHRISTIE,

Colonel, U.S.A.

Acting Adjutant General.

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19 MAR 1944

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Admin Sec.

HEADQUARTERS
NORTH AFRICAN THEATER OF OPERATIONS
UNITED STATES ARMY
APO 534

ADMINISTRATIVE MEMORANDUM

NUMBER 3)

14 March 1944

TOP SECRET CONTROL PROCEDURE

1. Reference is made to letter this headquarters, file AG 380.01/435, subject: "Changes in AR 380-5 Affecting Security Classifications", dated 2 March 1944.

2. The following Top Secret control procedure will be adopted by all U. S. commands in this theater:

a. From 0001z, 15 March 1944, only persons especially designated will handle TOP SECRET documents, information and material.

b. Chiefs of sections in this headquarters and the commanding officer of each subordinate command will designate those persons to handle TOP SECRET documents, information and material who are likely to deal with matters listed under paragraph 11 of letter referred to in paragraph 1, above.

c. A list of persons designated in accordance with b. supra, will be maintained by the chief of each section of this headquarters and by the commanding officer of each subordinate command in this theater.

By command of Lieutenant General DEVERA:

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

3709

Adm Sec

ADMINISTRATIVE MEMORANDUM)
NUMBER 1)

12 February 1944

ANALYSIS AND CONTROL DIVISION

General.....I
Specific Functions of Analysis and Control Division.....II
Instructions.....III

I -- GENERAL:

1. The establishment of an Analysis and Control Division of the Adjutant General Section, of this headquarters is announced.
2. It shall be the primary responsibility of this division to collect, audit, summarize, and distribute in usable form all statistical information relating to the North African Theater of Operations as a whole.
3. The services of this division will be available for such Allied functions as may be required.
4. To provide necessary basic statistical data, such existing reports as are now being submitted or compiled will be used. It is not anticipated that additional reports will be instituted.
5. Cooperation of all is desired to expedite the flow of data to this headquarters.

II - SPECIFIC FUNCTIONS OF ANALYSIS AND CONTROL DIVISION:

6. To prepare for presentation to the Theater Commander and his staff such summaries and analysis of statistical information as may be desired.
7. To develop such special statistical projects as may be required or approved by the Theater Commander or his staff.
8. To make necessary contacts with staff sections for the purpose of securing information necessary for compilation of such reports, analysis and presentations as are desired by the Theater Commander or his staff.
9. To study the existing reporting system of the North African Theater of Operations in order to ascertain overlapping and duplicating reports which may be consolidated or eliminated.

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ADMIN. DIRECTOR	
CHIEF STAFF O.	
STAFF O 1	
STAFF O 2	2
STAFF O 3	3
CHIEF CLERK	

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Adm Memo # 1
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10. To submit recommendations for elimination, revision or consolidation of reports to the Theater Commander for approval.

11. To make necessary contacts with commands and subordinate installations of the North African Theater of Operations in order to make recommendations to improve or correct the reporting system. Direct contact is authorized on statistical projects which have been approved by this headquarters.

III - INSTRUCTIONS:

12. All requests for statistical data received or initiated by this headquarters will be referred to the Analysis and Control Division for consideration.

13. All recurring or special reports of a statistical nature prepared for the Theater Commander or for his staff or higher headquarters, will be made available to the Analysis and Control Division for study.

By command of Lieutenant General DEVERS:


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

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