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HQ AMG ADJUTANT'S OFFICE

NATCUSA ADMINISTRATIVE MEMORANDUMS

MARCH-DEC. 1943

## MEMO FOR RECORD

(Do not detach from file)

This file item, or portions thereof as indicated below, has been indexed for inclusion in Departmental Records Branch Describable Item Index:

DATE

9 July 1953

INDEXER

Myles Marken

TAGO FORM  
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U S R E S T R I C T E D Equals British R E S T R I C T E D RHF/mla

HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

*Files*

ADMINISTRATIVE MEMORANDUM )

25 December 1943

NUMBER

19 )

ISSUE OF PETROLEUM PRODUCTS FOR CIVILIAN USE

✓ Administrative Memorandum Number 15 this headquarters, cs, is amended as follows:

Delete all references to "Comite d'Organization du Commerce des Combustibles Liquides et Autre Derives du Petrole en Algerie" (COCCLA) and substitute therefor "Association des Importateurs de Petrole en Algerie." (I.P.A.)

By command of General EISENHOWER:

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

DISTRIBUTION:  
"Y"

*Exec Dir (2)*

*Reg I*

*Reg II*

*Index (2)*

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*This is the last  
Adm. Memo in 1943 series*

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
ATO 534

ADMINISTRATIVE MEMORANDUM )  
NUMBER 18 )

4 November 1943

RECIPROCAL AID

1. Administrative Memorandum Number 8 and Addendum thereto, this headquarters, etc., are rescinded. The procedure for handling and reporting Reciprocal Aid is outlined below.

2. Definition. Reciprocal Aid (frequently known as Reverse 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 and by the French North and West African Authorities.

3. Procurement under Reciprocal Aid - British.

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 No. 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.

Emergency Procurement.

- (1) Where supplies or services are requisitioned in the field by supply officers of combat units, the same procedure will take place as in normal procurement, except that four U. S.

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copies of the invoices or inventories will be forwarded, through channels, to the appropriate base section commander.

- (2) Under emergency circumstances where supplies or services are delivered directly to combat units in the field without requisitions or invoices, the receiving officer will prepare certified inventories, as outlined in paragraph 3a(2)(b). Forwarding same as outlined in paragraph 3b(1).

#### 4. Procurement under Reciprocal Aid - French.

##### a. Designation of American Procuring Officer

- (1) Procurement of aid from the French in the form of supplies, materials, services, etc., is the responsibility of the Base Section Commanders, except for Railway Service which is the responsibility of the Director General, Military Railroads, who will discharge such responsibility through the medium of the Base Purchasing Agent. The Base Purchasing Agent will act as coordinator on all requisitions. He will be responsible for directing requisitions to the proper French service, expediting deliveries, negotiating allocations of available supplies, materials, and services. Problems of supply and delivery, interpretation of the Reciprocal Aid agreement arising in the various supply services will be referred to the Base Purchasing Agent for settlement.

##### b. Preparation and Routing of Requisitions

- (1) Requisitions for supplies, materials and services to be procured from the French will be stated on Reciprocal Aid Form Number 2 (See Appendix No. 2). Requisitions will be prepared in sextuplicate in accordance with the instructions on the reverse of the form, and all copies forwarded through normal channels to the U. S. Supply Service normally supplying like items, i.e., Engineer supplies through Engineer Supply, Signal Corps supplies through Signal Corps Supply. Requisitions will be accomplished even though the supplies will be obtained by direct purchase.
- (2) The supply service concerned will, if it approves the requisitions, indicate its approval in the space provided on the requisition form, retain one copy, and forward the remaining five copies through the Base Purchasing Agent to the Director of the French Service charged with furnishing the supplies, materials, or services requested.
- (3) At the time of approval by the supply service concerned, the requisitions will be assigned a number. Each service will number its requisitions chronologically, prefix its numbers by letter symbols normally used to designate its branch of

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service and complete the number by indicating the calendar year in which the supplies, materials, or services were requisitioned, i.e., Engineer Service, Eng-1-43; Signal Corps, SC-1-43. Particular care will be exercised to insert the number on all six copies. Receipted copies of requisitions will be used to determine completeness of Reciprocal Aid reports submitted in accordance with paragraph 6 (See paragraph 4b(7)) below.

- (4) The French service concerned will complete all five copies to show actual deliveries. The U.S. Receiving Officer will receipt all five copies clearly, indicating his name, rank, and organization. Three copies will be retained by the French, and two copies retained by the receiving officer, who will return them to the head of the base section supply service concerned.
- (5) Two additional copies of receipt will be furnished at the time of delivery, using for this purpose Reciprocal Aid Form Number 3 (See Appendix No. 3), which will be prepared and presented by the French. When the exigencies of the service are such that it is not possible for requisitions to be forwarded through the Director of the French service, the five copies may be presented direct to the French issuing agency. In the event requisitions are presented direct to issuing agencies, the same procedure set forth above will apply.
- (6) Base Purchasing Agents will furnish the supply services with information as to the time and place of the physical delivery of supplies.
- (7) The two copies of the Reciprocal Aid Form Number 2 (requisition) receipted by the receiving officer as prescribed in paragraph 4b(4) above will be used to authenticate the Summary Report under Reciprocal Aid called for by paragraph 3 below. The receipted requisition forms will be filed in numerical sequence with the Summary Report. Where gaps in the chronological order occur, the letter of transmittal accompanying the report will indicate the reasons for omission. This precautionary measure is necessary to insure accurate reports.

c. Establishment of Lend-Lease Office by the French

- (1) To coordinate the effort of the French in rendering Reciprocal Aid to the U. S., there has been established within the Commissariat of Finance a section known as "Office of Lend-Lease". It consists of a Chief located in Algiers, and under his jurisdiction, the following agents:

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ALGIERS: M. Marcel Devouges,  
15 Rue d'Isly,  
Algiers.

ORAN: M. Jacques Ruste, General Intendant,  
22 Boulevard du Front de Mer,  
Oran.

TUNIS: M. Max Vignes, Ingenieur en Chef des Manufactures  
de l'Etat, Chef du Service des Tabacs de la  
Regence,  
Rue Zaghrou,  
Tunis.

CASABLANCA: M. Tiart, Intendant General du Cadre Reserve,  
46 Avenue Poymirau,  
Casablanca.

CONSTANTINE: Agent not yet appointed.

BAJER: Agent not yet appointed.

A representative of the United States and British governments will be located in each of these offices. The United States representative is the one provided in paragraph 4c(3) below.

- (2) The office of Lend-Lease established as indicated above will not accept orders for supplies, materials, etc., but will be concerned in the following:
  - (a) Giving the necessary information to the United States and British authorities to enable them to get in touch with an administration capable of answering their requirements.
  - (b) Endorsing the orders passed by the United States and British authorities to the various French services.
  - (c) Countersigning the issue of payment orders in a special Lend-Lease Account.
  - (d) Centralizing the administrative accounting of Lend-Lease so far as concerns United States and British deliveries and French supplies.
- (3) In each Lend-Lease Agency established by the French, there will be an officer from the staff of the Base Purchasing Agent, who will act as U. S. representative. The main function of this office insofar as the U. S. is concerned is the furnishing of information necessary to obtain supplies or services from

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the proper French agencies and to provide a central agency for following up or expediting delivery. Base Purchasing Agents will utilize the facilities of this office to the fullest extent in obtaining aid from the French.

d. Settlement of Arrears of Local Accounts.

- (1) In the past there has been procured from numerous French civil and military sources various supplies, materials and services for which payment has not been made. Under the terms of the agreement with the French, payment will be undertaken by them for such supplies, materials, and services as are proper charges under Reciprocal Aid. The agencies of the U. S. Forces that obtained supplies, services, materials, or labor for which payment has not been made will forward covering invoices received from Vendors to the Base Purchasing Agent, who will present them to the local Lend-Lease agency for payment. Should the case arise where settlement in this manner cannot be made locally due to dispute as to whether it is a proper charge to Reciprocal Aid, the invoices will be forwarded to the Chief Finance Officer, this headquarters, with a covering letter explaining the reasons why settlement could not be made, for final action with the Chief Lend-Lease Agent. Invoices will bear proper receipt by the U. S. agency that received the supplies, materials, or services, and will indicate clearly the U. S. officer's name, rank, and organization who accepted the supplies for the U. S.

e. Acquisition of Real Estate

- (1) Requisitions for billets, office space, villas, hotels, air fields, proving grounds, privately owned warehouses, and real estate of all kinds, will be transmitted by Base Section Commanders to the local French Intendance for execution and payment. In each Base Section the existing organization charged with the supervision of matters pertaining to real estate will act as liaison with the representative of the French Service of Requisitions for all requisitions for U. S. Forces. In the Algiers area, the Commanding Officer, Headquarters Command, Allied Forces, will perform this function insofar as requirements of the headquarters are concerned. It must be borne in mind that there is a distinction between the French Service of Requisitions and the French Intendant. The Requisition Service is concerned only in the actual requisitioning of the real estate, while the Intendant takes care of the negotiation and the execution of contracts, payments of lease rentals, maintenance, repairs, etc. The French Intendant will establish a special section to take care of all requisitions of the U. S. Forces, and will have representatives in Tunisia, Morocco, West Africa and all the departments of Algiers. The following are the representatives who have been appointed in the various localities:

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MOROCCO

Superior Director of the Intendance) 1st Class Intendant,  
of the Troops of Morocco ) General Riand, Rabat.

Divisional Directors

Division of Casablanca - 1st Class Intendant,  
General of the T.C. Pouret,  
Casablanca.

Division of Meknes - 1st Class Military Intendant  
Sornelle,  
Meknes.

Division of Fes - 1st Class Intendant,  
General of the T.C. Saneri,  
Fes.

Division of Marrakech - 1st Class Military Intendant Rival,  
Marrakech.

ALGERIA

Director of the Intendance) 1st Class Intendant, General  
of the 15th Army Corps ) Robinot, Marey, Alger

Divisional Directors

Division of Algiers - 1st Class Intendant,  
General Cuenant,  
Algier.

Division of Constantine - 1st Class Military Intendant  
Tournier,  
Constantine.

Division of Oran - 2d Class Intendant, General  
Cochet,  
Oran.

TUNISIA

Director of the Intendance) 2d Class Intendant, General  
of the Troops of Tunisia ) Verge, Tunis

All future requisitions will be by the procedure set forth above. In case of difficulties a representative of the Base Section Commander may proceed directly to the local French Land-Large Agent. (See 4c above). Base Section Commanders, or the Headquarters Commandant, in the case of real estate

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for the use of Allied Force Headquarters, will submit to the local French Land-Lease Agent two copies of a list of all property of any kind whatsoever now requisitioned and/or occupied by the U. S. Forces together with a copy of all inventories, leases, and contracts and all other related information. Each Base Section Commander will also submit a list of all property now subject to negotiation, but not yet concluded, accompanied by a brief statement of the status of such negotiations.

- (2) The French Authorities will substitute themselves as the contract party under their own form of agreement and will assume full responsibility, including payment of lease rentals, maintenance, utility expenditures, repairs, architectural and other professional and service fees and cost, etc. In those cases where written leases do not exist the French Authorities will execute their own form of lease with the owners. Where property is no longer required for military use by the U. S. Forces, proper notice will be forwarded to the French Intendant of the particular area in order that property may be de-requisitioned and payment discontinued.
- (3) Where due to military necessity, or for other reasons, it is not possible to acquire property through the French, the existing machinery set up by the U. S. Forces will negotiate and contract for property in the usual manner. The completed contract will be marked for payment by the French Intendant and passed to him for such payment instead of to the U. S. Finance Officer. Properties acquired in this manner will not deprive the French Authorities from making changes after they have substituted themselves as the contracting party.
- (4) Claims for damages to billets, offices, villas, hotels, air fields, proving grounds, privately owned warehouses, and real estate of all kinds, occupied by U. S. Forces, except claims resulting from war damage or criminal acts committed by U. S. Forces, will be paid for by the French.

f. Franc Account.

- (1) Under the terms of the Reciprocal Aid agreement, it is recognized that there will be cases where to obtain materials or labor efficiently, it will be necessary to make cash expenditures. To provide for this contingency the French have agreed to the establishing of a special account known as the Franc Account. The Franc Account will be available for expenditures in North and West Africa only. From this account the French will from time to time place, upon ~~771~~ francs to the credit of a designated American official for expenditure for salaries of non-U. S. citizens employed as office workers or casual labor by the U. S. Forces, and for the

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purchase of supplies, materials and services, urgency of need for which would not permit procurement through requisition channels. Purchases for which payment is to be made from the Franc Account will be authorized by Base Section Commanders, who may delegate authority to Base Purchasing Agents.

- (2) Disbursements from the Franc Account made in agreement with the French and within the purview of the Reciprocal Aid agreement will be limited to those items agreed upon under the general terms of the above cited agreement and those items authorized by Base Purchasing Agents under agreement made from time to time with the French. It is proposed to use the existing machinery now in operation in the U. S. Army for the purchase and payment for such supplies, materials and services that can be obtained under the terms of the Franc Account. Procuring officers will continue to initiate purchase orders and acknowledge receipt of items procured in the manner provided by existing regulations. In the case of payment to civilian employees, they will prepare a pay roll as provided by existing regulations, modified to meet local conditions. In addition, each purchase order, or pay roll, will contain a citation as to the authority for the use of the Franc Account. In general, this authority will indicate whether the items or services are those for which the Reciprocal Aid agreement allows without further authority, and those which require specific authority. In addition, each voucher will be conspicuously marked "Franc Account". Base Section Commanders will include supplies, materials or services procured by use of the Franc Account in Summary Report under Reciprocal Aid rendered in accordance with paragraph 6 below.
- (3) Payment will be made by designated U. S. Army Disbursing Officers located in Casablanca, Oran, Algiers, Bizerte, and Tunis, in the normal manner, using Standard Form 1034 as disbursement voucher. Each Standard Form 1034 will be prepared in the same manner as is now provided by regulations. Each 1034 will be conspicuously marked "Franc Account". In the accounting classification block on the Standard Form 1034, the words "Franc Account" will be inserted in lieu of a reference to an allotment as is the normal case. Disbursing Officers will hold such vouchers as cash, and on the 10th, 20th and last day of each month will prepare a Transfer of Funds, Standard Form 326-327, covering the total amount of vouchers for the period, made out to "The Central Franc Account Funding Officer, Office of the Chief Finance Officer, Headquarters MATONS, APO 534, U. S. Army, Captain J. H. Flores, P.D., Symbol 210-850, Disbursing Officer". Vouchers will be stated in francs and not in dollars. They will be scheduled on Standard Form 51, Schedule of Disbursements, under three main headings - Civilian Employees, Miscellaneous, and Tax. All pay rolls will be carried under the heading "Civilian Employees". All other vouchers under the heading "Miscellaneous".

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and charges for taxes, if any, will be listed under column "Tax". Schedules of Disbursements will accompany the vouchers and transfer of funds when they are submitted on the 10th, 20th, and last day of each month. The schedules for the 20th and the last day of the month will show prior cumulative totals. Each month will be considered a new accounting period, and cumulative totals for prior months need not be carried. Schedules, transfers of funds and vouchers will be forwarded so as to reach the Central Franc Account Funding Officer by the 15th day following the close of the period for which the vouchers pertain, that is, the 15th, 25th, and 5th day of the month. The Central Funding Officer will be reimbursed by the civilian official of North African Economic Board having control of the Franc Account for the total amount of expenditures as indicated by the transfer of funds received from Disbursing Officers making payment. Funds so received will be deposited by that officer in his regular Treasury dollar account. Forms 328-327 will be stated in dollars, and each disbursement voucher will indicate the rate of exchange current at time of payment. The Central Franc Account Funding Officer will make a grand recapitulation of the schedule of disbursements, and will use it together with the vouchers and schedules from the individual disbursing officers when obtaining reimbursements from the civilian North African Economic Board officials in control of the Franc Account.

e. Additional Instructions. Additional instructions covering Reciprocal Aid from the French will be published at a later date, as addendum to this memorandum.

f. Procurement by the Air Force. Reciprocal Aid from the French will be obtained by the Air Force insofar as possible through the Base Sections. Where this is not practicable, Air Service Area Commands will function as outlined above for Base Sections.

g. Valuation.

Responsible representatives of the foreign government will be requested to furnish values of the equipment, supplies, services, or facilities received. If such values are furnished by foreign governments, the United States Army Officers receiving the same will not endeavor to obtain any changes or corrections therein or raise any question as to their accuracy in discussions with representatives of foreign governments. All values furnished by foreign governments will be so designated in the Reciprocal Aid reports required to be made under outstanding agreements. The United States Army officers responsible for estimating the values of Reciprocal Aid will review the values furnished by foreign governments and if such officers do not agree with such values, they will furnish their own estimates of value, which estimates shall be made in the manner set forth in the succeeding sub-paragraph i.

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f. If no values are furnished by foreign governments, the United States Army officers responsible for estimating and reporting the value of Reciprocal Aid will make their own estimate of value. Such estimates may be made by the general purchasing agents, GCS, MTOUSA, Base Sections, Air Service Command, or local receiving officers. Estimates of value will be based on local cost or market value so far as possible, and will be reported in U. S. dollars, with the rate of exchange used in converting local currency into U. S. dollars indicated in each instance. The basis of evaluation will be reported, that is, local cost or market value, or other basis used. In the case of facilities (such as air fields, hospitals, warehouses, etc.) in which the capital value is estimated, the approximate proportion of the estimated value represented by cost of land, labor, material, and equipment, respectively will be given. A brief description will be given of the basis used in estimating any rental or use values reported.

g. Records and Reports.

h. To insure that proper credit is given the allied government concerned for Reciprocal Aid to the United States Armed Forces, certain records and reports have been prescribed by the War Department. Commanders of 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 "Summary Report Under Reciprocal Aid", L.L. Form Number 1 (Appendix No. 4), segregated into heretofore arranged classes of 1704 (See Appendix No. 5), invoices, receipts and inventories of all items received under Reciprocal Aid from each allied government. Reports will be rendered in duplicate supported by copies of signed invoices, inventories or receipts, in duplicate, and will reach the Reciprocal Aid Section, Finance Department, this headquarters, HQ FSA, not later than the 15th of the following month. All reports will be authenticated, with rank and organization of officer signing thereon. A separate report will be submitted for each allied government.

i. 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 condition of all fixed and movable property and facilities; definite records of losses, rental losses, billeting, 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 account.

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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 25, 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.

7. Instructions for Preparation.

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), "REMARKS 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. Narrative reports, where applicable, should be submitted by each section.

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

By command of General DISBROWER:

  
Colonel, AGO,  
Adjutant General.

5 Incls:

- Incl. 1 - appendix No. 1, U.S.-Allied Reg
- Incl. 2 - Appendix No. 2, Commando (Pre-Deil) Reg
- Incl. 3 - Appendix No. 3, Franco-American Reciprocal  
Lend-Lease Acknowledgment of Receipt
- Incl. 4 - Appendix No. 4, Summary Report under  
Reciprocal Aid
- Incl. 5 - appendix No. 5, Classification of Supplies  
and Services for Reciprocal Aid Reports

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## UNITED STATES--ALLIED REQUISITION

UNIT REQUISITION NO.  
(See Note 1)

768

Date 19

British Office  
from

No. of Sheets

Sheet No.

Period for which supplies are required.

(See Note (2)).

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

Rank

(See Note (3)).

3

4

5

6

7

8

DESCRIPTION OF ARTICLE OR  
SERVICE (See Note 7)Unit of  
Quantity  
(See Note 4)Quantity  
RequiredDate  
when  
requiredUrgency  
A, B or  
C (See  
Note 5)Quantity  
delivered  
(Note 6)

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# REQUISITION AND 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. ech.
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.  
B for immediate replacement.  
C for stock. Note: Abbreviation C is to be used only in requisitions on the RAF.
6. Column 5 is for use on U. S. officers' record copies only: Will be used only if convenient to assist 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 5 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.

RECIPROCAL AID FORM 1

## REQUISITION

Instruction for Use of Form

File, a separate requisition will be made for items from each section of the Army Supply (Catalogue) of Stores, because the various sections are often stocked in depots.

Requisitions should run in a separate series, with the letter "R" before the number (below).

Requisitions will prepare 3 copies of all requisitions for distribution to higher U. S. echelons. Requisitioning stores will sign under the heading "Requisitioned by." The officer of the requisition (all U. S. Forces and British Army) will sign under the heading "Approved by".

Address unless security requires use of code address or omission of address. Insert "lbs", "gals" etc. as required.

First supply.

Immediate replacement.

Check. Note: Abbreviation C is to be used only in requisitions on the RAF.

For use on U. S. officers' record copies only: will be used only if convenient to officers in maintenance of required records.

Requisitioning rations:

Entry in column 3 should be the word "Rations" and in column 5 the number of complete rations. If it is desired to underdraw any items of the ration a note should be made stating the items and quantities to be underdrawn.

On which the rations will be used, under "Period" at top of form.

As, prepare separate sheets for:

ent staff.

cc.

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REQUISITION 414

FORM

U. S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

REQUISITION (Requisition 414)

A

TO

Nombre de feuilles  
No of sheets

Feuille No  
Sheet No

Commande No.  
Requisition No

Date

Période  
Period

A adresser à  
Ship to

|                                                                                                     |                                                                                                                                    |                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <p>Commande par<br/>(Nom, grade, unité)</p> <p>Requisitionnée by<br/>(Name, Rank, Organization)</p> | <p>Approuvé par U.S.</p> <p>Pays ou Département<br/>Administration ou Service<br/>Localité</p> <p>Signature du Chef de Service</p> | <p>Quantité<br/>commandée<br/>Unité Requise</p> <p>Quantité<br/>livrée<br/>Issued</p> <p>Quantité<br/>réservée<br/>Reserved</p> |
| <p>1</p>                                                                                            | <p>2</p>                                                                                                                           | <p>3</p>                                                                                                                        |

Accepté par

Pays ou Département

Administration ou Service

Localité

Signature du Chef de Service

| Observations | Designation des objets ou services | Unité Requise | Quantité commandée | Quantité livrée | Quantité réservée |
|--------------|------------------------------------|---------------|--------------------|-----------------|-------------------|
| 1            | Articles                           | 2             | 4                  | 2               | 7                 |

Locality

Signature of Chief of Service

| Observations | Designation des objets ou services<br>Articles | Unité requise<br>Unit | Quantité commandée<br>Quantity Required | Quantité livrée<br>Quantity Issued | Quantité réservée pour l'avenir<br>Quantity Reserved for U.S. |
|--------------|------------------------------------------------|-----------------------|-----------------------------------------|------------------------------------|---------------------------------------------------------------|
| 1            | 2                                              | 3                     | 4                                       | 5                                  | 6                                                             |

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NOTE: INSTRUCTIONS ON REVERSE SIDE OF

U. S. CONFIDENTIAL EQUALS BRITISH CONFIDENTIAL

# INSTRUCTIONS FOR PREPARATION OF FORMS

**U. S. CONFIDENTIAL** **EQUAIS BRITISH CONFIDENTIAL**

Requisition to be prepared in sextuplicate. All copies to be signed and forwarded through normal channels to the Chief of U. S. Supply Service normally filling requisition, for transmission to the Director of the French Supplying Service, through base purchasing Agent. One copy to be retained by U. S. Supplying Service, and five copies forwarded to BPA. Two copies signed by the French issuing office, acknowledging delivery of items to be returned by the French, at point of issue. 3 copies to be retained by French.

Space "TO": Show the approving office to which requisition is submitted.

Space "REQUISITION NO.": Each requisition will be assigned a chronological number by the Chief of U. S. Supplying Service. All six copies will clearly show the serial number assigned to the requisition and said serial number will carry prefix of the Service processing the requisition, i.e. The 103, Sig 104.

Space "PERIOD": Show period for which supplies are required.

Space "SHIP TO": Full shipping address to be given.

Space "PRELIMINARY NO.": To be filled in by unit originating requisition.

Space "APPROVED BY": To be filled in by Chief of U. S. Supply Service normally supplying items requisitioned.

Column 1: Remarks (this column for French)

Column 2: Description and sizes required

Column 3: Unit, i.e., each, 100, 1000, etc.

Column 4: Quantity desired for on requisition

## Instructions pour

Préparation du formulaire

**U. S. CONFIDENTIAL** **EQUAIS BRITISH CONFIDENTIAL**

à l'Administration ou le service chargé de faire exécuter la commande

Période: période pendant laquelle la fourniture devra être assurée

à adresser: toutes indications concernant le destinataire de la commande

Commande par: ces renseignements serviront de justification au visa de la commande

Accepté par: à remplir par l'Administration française requise

Colonne 5: sera remplie sur les deux exemplaires remis à l'autorité qui vient procéder à l'émission de la commande et au cas où la commande est exécutée des la remise des 5 exemplaires du bon, sur ces 5 exemplaires

Colonne 6 et 7: il est interdit formellement aux autorités françaises de porter quelque indication que ce soit dans ces colonnes

Cases 8: il est à remplir qu'en cas d'exécution de la commande des renseignements de commande un 3 exemplaire, la décharge sera donnée sur les 3 exemplaires restant entre les mains du service livreur qui doit en faire parvenir un à la direction de son service et en mettre un autre à l'appui de l'ordre de paiement sur le compte spécial

to the requisition and said serial number will carry prefix of the Service processing the requisition, i.e., ENG 103, ENG 104.

Space "PERIOD": Show period for which supplies are required.

Space "SHIP TO": Full shipping address to be given.

Space "REQUISITIONED BY": To be filled in by unit originating requisition.

Space "APPROVED BY": To be filled in by Chief of U. S. Supply Service normally supplying items requisitioned.

Column 1: Remarks (This column for French)

Column 2: Description and sizes required

Column 3: Unit, i.e., each, 100, 1000, etc.

Column 4: Quantity called for on requisition

Column 5: Quantity issued on requisition

Columns 6 and 7:

It is not necessary for columns 6 and 7 to be filled in by French. Columns 6 and 7 to be filled in by U. S. Receiving Officer in accordance with Administrative Memorandum No. 18, this Headquarters

la remise des 5 exemplaires du bon, sur ces 5 exemplaires

Colonnes 6 et 7: Il est interdit formellement aux autorités françaises de porter quelque indication que ce soit dans ces colonnes

Donc 0:

Il est à remplir qu'en cas d'exécution de la commande des foras du bon de commande en 5 exemplaires, la décharge sera alors donnée sur les 3 exemplaires restant entre les mains du service livreur qui doit en faire parvenir un à la direction de son service et en mettre un autre à l'appui de l'ordre de paiement sur le compte spécial

9  
Recu par (Nom, grade, unité ou service)  
Received by (Name, Rank, Organization)

Quantité indiquée dans la colonne 5  
Items indicated in column 5

5  
Enregistrement par le délégué du Prêt-Bail

Siège de

Date

Numéro

Visa et Signature

U. S. CONFIDENTIAL  
Date  
Signature

BRITISH  
Signature

CONFIDENTIAL

CONFIDENTIAL

RECIPROCAL RED CROSS

FRANK-AMERICAN RECIPROCAL LEND-LEASE  
ACKNOWLEDGMENT OF RECEIPT

Order No. \_\_\_\_\_

Signed \_\_\_\_\_

Country \_\_\_\_\_

Date \_\_\_\_\_

Administrative District \_\_\_\_\_

Place \_\_\_\_\_

Authority concerned \_\_\_\_\_

Number of deliveries (1) \_\_\_\_\_

Signature and stamp  
of head of service \_\_\_\_\_AMERICAN RECEIVING CLERK

Unit or Service \_\_\_\_\_

Name and Rank \_\_\_\_\_

Signature \_\_\_\_\_

1

2

3

4

5

6

Description of  
supply or of  
service requestedAccount  
UnitQuantity  
orderedPrevious  
DeliveriesPresent  
Delivery

Total Delivered

(1) In  
(2) Ind

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APPENDIX NO. 3

Signed on \_\_\_\_\_ 19\_\_

Inte \_\_\_\_\_

Page 6

number of deliveries (1) \_\_\_\_\_

Signature and stamp  
of Head of Service

AGENTS IN RECEIVING CIRCLE

|             | 4                      | 5                   | 6               | 7                            | 8       |
|-------------|------------------------|---------------------|-----------------|------------------------------|---------|
| City<br>and | Previous<br>Deliveries | Present<br>Delivery | Total Delivered | Still to be<br>Delivered (2) | Remarks |

- (1) In case of dividing up of deliveries.
- (2) Indicators "0" in the last delivery.

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L.I. DOCS NO. 1  
FD 240US.  
13 APRIL 1945

## Appendix 4

## SUMMARY REPORT UNDER RECIPROCAL AID

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

ALLIED GOVERNMENT

ORGANIZATIONAL REPORTING

Period from

[illegible]

SHEET NO. 1 of 1 SHEETS

594

Period from

10

NOTICE REPORTING

| RECEIVED<br>(\$ Value)<br>(1) | RECEIVED<br>(\$ Value)<br>(2) | RETAINED<br>(\$ Value)<br>(3) | OTHER<br>DISPOSITION<br>(\$ Value)<br>(4) | PURPOSE FOR WHICH<br>ACQUIRED AND DESCRIPTION OF<br>DISPOSITION<br>(5) |
|-------------------------------|-------------------------------|-------------------------------|-------------------------------------------|------------------------------------------------------------------------|
|                               |                               |                               |                                           |                                                                        |
|                               |                               |                               |                                           |                                                                        |
|                               |                               |                               |                                           |                                                                        |
| TOTALS                        |                               |                               |                                           | XXXXXXXXXX                                                             |

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## I. CHEMICAL WARFARE SERVICE

1. Research and Development.
2. Substitutes for T/DA items.
3. Training items.
4. Operation of GWS Depots.
5. Substitutes for GWS ammunition.
6. Personal Services.
7. Other supplies and services.

1. Accommodations:
  - (a) Office space.
  - (b) Bunklets.
  - (c) Tentage.
  - (d) Buildings.
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. Personnel services.
11. Other supplies and services.

1. Class 1 - Drugs, chemicals, biological stains and products.
2. Class 2 - Surgical dressings.
3. Class 3 - Surgical instruments, surgical appliances, 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, house 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-staple medical and surgical supplies and services.
11. Personal services.

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**IV. ORDNANCE SERVICE**

1. Ammunition and explosives.
2. Artillery and small arms.
3. Combat vehicles.
4. Other vehicles.
5. Maintenance tools and equipment.
6. Personal services.
7. Other supplies and services.

**V. QUARTERMASTER SERVICE**

1. Clothing and equipage.
2. Regular supplies.
3. Subsistence.
4. Fuel.
5. Salvage operations.
6. Army Exchange Service.
7. Personal services.
8. Other supplies and services.

**VI. SIGNAL SERVICE**

1. Radio equipment.
2. Wire communications.
3. General signal equipment.
4. Telephone and telegraph service.
5. Radio service.
6. Personal services.
7. Other supplies and services.

**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 ground material.
7. Portable aircraft hangars.
8. Special clothing and supplies.
9. Personal services.
10. Other supplies and services.

**VII. GENERAL SERVICE**

1. Athletic equipment.
2. Recreational equipment.
3. Books and periodicals.
4. Entertainment.
5. Personal services.
6. Other supplies and services.

**VIII. TRANSPORTATION SERVICE**

1. Railroad transportation:
  - (a) Personnel
  - (b) Freight
  - (c) Express
2. Water transportation:
  - (a) Personnel
  - (b) Freight
3. Other transportation.
4. Equipment rental.
5. Personal services.
6. Other supplies and services.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM )

NUMBER 17 )

HEADQUARTERS

27 OCT 1943

AMGOT

24 October 1943

## USE OF MOTOR TRANSPORTATION WITHIN THE THEATER

1. The use of government motor transportation within this theater must be limited to the absolute minimum. Motor transportation will not be authorized for transporting individuals to points more than fifty (50) miles distant from points of origin except when it is uneconomical or militarily impracticable to accomplish the mission by any other means of transportation.
2. Scheduled road service and railroads will be used to the maximum extent practicable. Whenever possible, two or more individuals will use the same vehicle.
3. All travel orders which do not involve the assignment of motor transportation for the travel involved will include, when applicable, authorization for the base section or area at the destination to furnish motor transportation for such side trips as may be necessary.
4. Prior to submitting requests for travel orders to the Adjutant General, the office of origin will arrange, where practicable, with the headquarters of base section or area of destination for the provision of necessary local motor transportation.

By command of General EISENHOWER:

*[Signature]*  
Colonel, AGS,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMO )  
NUMBER 16 )

18 October 1943

NATIVE LABOR COMPANIES

Section II, Administrative Memorandum Number 14, this Headquarters, is rescinded and the following substituted therefor:

1. 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:

| <u>Number</u> | <u>Base Section</u>        | <u>Date</u>       |
|---------------|----------------------------|-------------------|
| 129           | Mediterranean Base Section | 17 September 1943 |
| 143           | Mediterranean Base Section | 1 October 1943    |

2. Native Labor Company No. 127 is placed under Mediterranean Base Section for administration, control and assignment of tasks as of 16 October 1943."

By command of General EISENHOWER:

*[Signature]*  
COLLETS,  
Colonel, AGD,  
Adjutant General.

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NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 93A

Reams (9)

ADMINISTRATIVE MEMO )

NUMBER 15 )

HEADQUARTERS  
3 JAN 1944

5 October 1943

ISSUE OF PETROLEUM PRODUCTS FOR CIVILIAN USE

All issues of petroleum products for civilian use will be made in accordance with the following procedure:

a. Civilian Requirements for Military Account

(1) Requirements of civil contractors working for military account will be drawn from Groupement Interprofessionnel Marocain des Produits Derive du Petrole (GIMP), Comite d'Organisation du Commerce des Combustibles Liquides et Autre Derives du Petrole En Algerie (COCOLA), or Comite d'Organisation de Petrole et Derives de Tunisie (CPDT), as the case may be, these organizations being under the control of the French government.

(2) Base section commanders will, after verification of requirements, issue to the contractor a letter authorizing him to draw petroleum products during the current month in a designated quantity.

(3) The contractor will present this letter to the Repartiteur du Petrole responsible for the particular district, who will issue the requisite number of official French coupons.

(4) GIMP, COCOLA, or CPDT will, on presentation of the coupons, affect the issue at the official civilian price, including government taxes.

(5) The Repartiteurs will forward monthly to the Commissariat a la Production et au Commerce, at Algiers, a detailed summary of coupons issued against letters as in paragraph (3) above, which summary shall be recorded separately on the monthly demands submitted by the Commissariat a la Production et au Commerce, as a basis for the allocation of an amount equal to the amount issued. A copy of this summary shall also be sent to the issuing agency to be checked against letters of authority issued under paragraph 1a (2) above.

(6) No direct issues to contractors working for military account will be made from Allied military stocks.

b. Essential Civilian Requirements

(1) All allocations to meet essential civilian requirements will

- 1 -

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Reams (9)

See  
Administrative  
memo  
no 19  
for  
changes

Adminis. Memo #15  
Hq Natoussa

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be determined by the Commissariat a la Production et au Commerce and by Allied Force Headquarters.

(2) Authorizations for the allotments so determined will be transmitted through Commanding General, SOS NATOUSA for the Commanding Generals, Atlantic Base Section, and Mediterranean Base Section. Commanding General, Eastern Base Section will be advised by Director of Supplies and Transport, AFHQ, in accordance with AFHQ Administrative Memorandum Number 55.). The allocations will be released to COGCLA in Algeria, GMP in Morocco, and CPDT in Tunisia on presentation of an authority issued to these agencies by the Commissariat a la Production et au Commerce.

(3) Where local stocks are imperilled by the allotments authorized or where other questions arise in a particular allotment, the matter will be referred to this headquarters, through Commanding General, SOS NATOUSA, for decision.

(4) Civil issues to actual consumers will be made by COGCLA, GMP, or CPDT in accordance with the existing regulations issued by the French government, as amended from time to time.

#### c. Reports.

(1) A report of all releases to COGCLA, GMP, or CPDT will be rendered each month by Commanding Generals, Atlantic Base Section and Mediterranean Base Section, to the Commanding General, SOS NATOUSA, and by Commanding General, Eastern Base Section to the Director of Supplies and Transport, AFHQ. In addition to the releases made in accordance with paragraph b above, the report will include all such products as may have been placed at the disposal of Headquarters NATOUSA, or the Director of Supplies and Transport by Commander-in-Chief, Mediterranean; Chief Engineer; Director of Ordnance Services; or Director of Transportation, AFHQ; or any other source in accordance with instructions contained in the monthly letter of allocation issued by Allied Force Headquarters.

By command of General EISENHOWER:

  
W. H. ROBERTS  
Colonel, -GD,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
AIO 53+

ADMINISTRATIVE MEMORANDUM

30 September 1943

NUMBER 14

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

I - RECIPROCAL AID

Paragraph 6, Administrative Memorandum Number 8, this headquarters, 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, is.

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. A. ROBERTS  
Colonel, AGS,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM)

25 September 1945

NUMBER

13 )

SCALES OF ACCOMMODATION AND STANDARDS OF CONSTRUCTION

1. Administrative Memorandum Number 3, this headquarters, es, is rescinded.
2. General. - The following Scales of Accommodation and Standards of Construction will be used for all accommodations to be provided in this theater. The basic principles governing this memorandum are contained in Section I, Administrative Memorandum Number 53, Allied Force Headquarters, es. It is to be understood that the Scales and Standards herein established are for the purpose of setting maximum limits to the scope of construction. Accommodations may be provided up to those permitted by the Scales, or they may be below that authorized dependent upon the availability of construction materials, higher priorities and the probable permanency of the installations. Discretion is therefore permitted to constructing agencies in providing accommodations, as is dictated by the above considerations.
3. Shipping restrictions are the primary factor in determining the scope of construction to be undertaken. The Construction Program as a whole must be based on maximum use of existing buildings and local material.
4. Wherever possible, accommodation will be provided by use of existing buildings. Alterations of existing buildings are to be only such as are absolutely necessary to convert to the intended use.
5. Construction will be planned to effect the greatest economy in the use of materials, preference in the choice of materials being given to materials available from local sources.
6. General features of design and type of buildings are to be in accordance with instructions contained in TM 5-280, 5-281, 5-282, and other pertinent War Department regulations, except where altered by instructions contained herein. Buildings in general will be the temperate type. The standard building 20 feet wide will be used, and adapted to all purposes except where entirely unsuitable or uneconomical. Portable buildings are considered to be most economical for shipping, labor of construction, and salvage value, and have the added advantage of rapidity of construction. The available supply, however, will be allotted for the most adaptable purpose.
7. New construction will be limited to the following facilities, which will be grouped to require the minimum number of separate buildings:

- 1 -

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HQ MTCUSA

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- a. Kitchens - including space for supplies.
- b. Mess halls.
- c. Bath houses - including space for washing and bathing.
- d. Latrines.
- e. Offices - administration.
- f. Store rooms - supply rooms at camps and hospitals.
- g. Recreation buildings.
- h. Post Exchanges.
- i. Hospital wards - not more than 40% may be buildings.
- j. Depots - covered storage; see paragraph 17.
- k. Shops - see paragraph 18.
- l. Fire Fighting Stations - see paragraph 16.

8. Construction of above facilities is authorized for prisoner of war camps but prisoners may be required to build their own camps.

9. Number and sizes of buildings and sanitary facilities to be provided will be calculated from factors contained in the following table.

| TABLE OF ALLOWANCES        |                  |        | OFF.<br>10'S<br>NURSES | EM<br>BACS | ELECTRIC<br>LIGHTING<br>WATTS PER<br>SQ. FT. |
|----------------------------|------------------|--------|------------------------|------------|----------------------------------------------|
| TYPE OF ACCOMMODATION      | UNIT             |        |                        |            |                                              |
| <u>SPACE ALLOWANCES</u>    |                  |        |                        |            |                                              |
| Mess Halls                 | Sq ft per person |        | 9                      | 7          | .3                                           |
| Kitchens                   | "                | "      | 4                      | 3          | .5                                           |
| Recreation Buildings       | "                | "      | 4                      | 2          | .5                                           |
| Post Exchanges             | "                | "      | .6                     | .6         | .3                                           |
| Offices                    | "                | "      | 1.0                    | 1.0        | .5                                           |
| Store Rooms                | "                | "      | 1.5                    | 1.5        | .2                                           |
| Hospital Wards             | "                | bed    | 60                     | 60         | .3                                           |
| Latrines                   | "                | person | 1.7                    | 1          | .2                                           |
| Bath Houses                | "                | "      | 2                      | 1.25       | .3                                           |
| <u>SANITARY FACILITIES</u> |                  |        |                        |            |                                              |
| Taps                       | 1 tap            |        | 20                     | 40         |                                              |
| Latrine Seats              | 1 seat           |        | 12                     | 20         |                                              |
| Showers                    | 1 shower         |        | 20                     | 30         |                                              |

10. Living Space - Construction of buildings for living space is not authorized. Billeting is to be in tents or requisitioned buildings.

11. Kitchens - Space allowance includes space for supplies. Increase scale 100% for first 60 men. Minimum size kitchen 240 sq. ft. Kitchens may be incorporated in mess halls. Water taps are authorized on basis of two minimum and four maximum per kitchen depending on size of kitchen.

12. Bath Houses - Includes both washing and bathing space. Bath houses may be constructed to provide shelter for washing and bathing, regardless of whether running water is available. If running water is available, showers may be installed.

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13. Latrines - Will be of the pit type and will be made fly-proof. Water closets may be installed where water and sewer connections are available on the site and have sufficient capacity.

14. Post Exchanges - Space allowance applies to actual sales and stock storage space. If recreation space is to be included, it may be calculated and added, on a scale not to exceed the table of allowance for recreation space.

15. Hospitals - In order to provide hospitals with essential facilities quickly, the facilities listed below will be housed in prefabricated buildings if available. The scale of quantities per hospital is based on the standard 20' x 48' prefabricated plywood building. Equivalent area in site constructed buildings may be substituted if portable buildings are not available.

| BUILDING                                | HOSPITAL            |                          |                    |
|-----------------------------------------|---------------------|--------------------------|--------------------|
|                                         | 1000 Bed<br>General | 750 - 500<br>Bed Station | 250 Bed<br>Station |
| Neuropsychiatric Wards (locked wards)   | 3                   |                          |                    |
| Eye, ear, nose and throat Clinic        | 1                   |                          |                    |
| Physiotherapy Clinic                    | 1                   |                          |                    |
| Operating Rooms                         | 4                   | 2                        | 1                  |
| Dental Clinic                           | 1                   |                          |                    |
| X-ray                                   | 1                   |                          |                    |
| Laboratory and Pharmacy                 | 1                   | 1                        | 1                  |
| X-ray and Physiotherapy                 |                     | 1                        | 1                  |
| Dental & Eye, Ear, Nose & Throat Clinic |                     | 1                        | 1                  |
| Administration (Office)                 | 2                   | 1                        | 1                  |
| Supply (Store room)                     | 1                   |                          |                    |
| Kitchens                                | 3                   | 2                        | 1                  |
| Total each Hospital                     | 18                  | 8                        | 6                  |

Note: Reasonable changes may be made in the use to which these buildings may be put, provided the total number of buildings and the amount of construction is not increased thereby.

16. Fire Fighting Stations - Shed shelters are authorized for locations having large items of fire fighting equipment which would deteriorate in the open. Only the minimum amount of construction necessary to protect the equipment from the elements is authorized, and is not to include housing of offices or personnel.

17. Depots - Covered storage will be provided in base depots for stores which deteriorate in the open. Space requirements will be justified by calculations from applicable maintenance factors and prescribed levels of supply.

18. Shops - Covered accommodation will be provided for protection of machinery and for such work as cannot be carried on in the open. Space requirements will be estimated on the basis of the operations to be conducted, and will be kept to a minimum.

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Adminis Memo # 13  
Hq Natcons

R E S T R I C T E D  
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19. Floors where not subject to heavy loads will be 2 inches concrete if materials are available locally, otherwise of wood. The use of dunnage for construction of tent floors is authorized. Floors will be omitted from warehouses and similar installations.

20. Insect screening is authorized for the following facilities:

- a. Kitchens.
- b. Mess Halls.
- c. Latrines - latrine box will be made flyproof.
- d. Hospitals - hospital wards (4 per General 1000-bed; 2 per Station 500-bed; 1 per Station 250-bed), and such other facilities as in the opinion of the Surgeon are considered absolutely necessary to be screened.

21. 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 systems 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 15 gallons per man per day per camps, and 25 gallons per man per day for hospitals with storage tanks limited to half the total allowed daily consumption.

22. Electric lighting may be provided where power is available and lines are adjacent to site. Maximum economy will be used in design of electrical installations. When local commercial power is not available or adequate, generating equipment will be installed for hospitals on the following basis:

| <u>Type of Hospital</u> | <u>Number and Size of Generators</u> |
|-------------------------|--------------------------------------|
| 1000-bed Convalescent   | 2 - 15 KW Units                      |
| 1000-bed General        | 3 - 30 KW Units                      |
| 750-bed Station         | 2 - 30 KW Units                      |
| 500-bed Station         | 1 - 30 KW and 1 - 15 KW Unit         |
| 250-bed Station         | 2 - 15 KW Units                      |

23. Where existing sanitary sewers are conveniently located and have sufficient capacity, they may be utilized. In other cases waste water from kitchens and bath houses will be carried in closed conduits to a point beyond the camp area and there discharged into open ditches or seeping pits. In cases where drainage conditions, or sanitary considerations require, septic tanks with suitable overflow or drainage field may be installed. Plan Number TO 11.33 may be used as a standard for septic tank design. Septic tank sizes will be proportioned in accordance with the personnel capacity of the installation, and will not exceed sizes shown in table embodied in the plan.

24. Selection of sites will be in accordance with Administrative Memoranda Number 5 and 7, this headquarters, etc. Camp sites should be adjacent to main highways where feasible. Connecting road to highway and

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main roads within the camp area will be minimum construction to meet requirements. Base materials will be placed on natural ground wherever practicable and cuts and fills held to a minimum. Concrete paving will not be used. Walks or paths will be constructed on ground surface. Only those walks essential for access to kitchens, offices, latrines, etc., will be constructed; other walks to be completed by occupying troops. Concrete walks will not be constructed. Complete drainage system will be laid out on the ground but only major ditches will be dug. The occupying troops will provide ditching around buildings and tents.

By command of General EISENHOWER:

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

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM )

NUMBER

12

)

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

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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, MATONEL, 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 PROCEDURE1. 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, cont'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 NATOUSA, 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 9 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 DISHWATER:

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

2 Incls:

- 1 - Appendix 1
- 
- 2 - Appendix 2

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LAD  
Form No. DDA 7E

## REPORT OF LOAN-LEASE TRANSFERS

(Organization reporting)

Country \_\_\_\_\_

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

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

Enclosure No. 1 to Adm. Memo No. 12

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(Organization reporting)

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APPENDIX NUMBER 2Purpose Classification for Lend-LeaseTransfers

## 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).

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420 Medical Equipment, Supplies and Material

(Include all items of Medical Department supply)

430 Signal Equipment, Supplies and Material

(Include all items of Signal Corps supply)

440 Chemical Warfare Equipment, Supplies and Material

(Include all items of Chemical Warfare Service supply)

450 Engineer Equipment, Supplies and Material

(Include all items of Corps of Engineers supply)

460 Transportation Equipment, Supplies and Material

(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

1621

ADMINISTRATIVE MEMORANDUM )

NUMBER

11 )

31 August 1943

NATIVE LABOR COMPANIES

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    | MPS     | 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  
Colonel, AGO,  
Adjutant General

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
ARO 534

ADDENDUM TO )  
ADMINISTRATIVE MEMORANDUM )  
NUMBER 8 )

8 September 1943

RECIPROCAL AID

*See Ad Memo 18*

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.

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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.

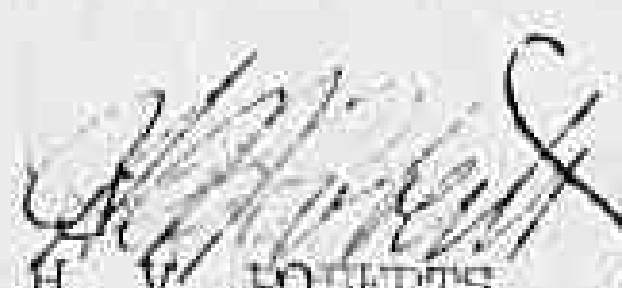
h. Summary Report Under Reciprocal Aid Form should be mimeographed on 8 x 13 paper.

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.

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## SUMMARY REPORT UNDER RECIPROCAL AID

Sheet

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  
APO , c/o P.M.

| DESCRIPTION OF<br>SERVICE, SUPPLIES, EQUIPMENT OR FACILITIES RECEIVED                                                                                            |                   |               |                                                | RECEIVED<br>(\$ Value)<br>(2) | RETAINED<br>(\$ Value)<br>(3) | OTHER<br>DISPOSITION<br>(\$ Value)<br>(4) | FOR<br>ACQUIRE                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|------------------------------------------------|-------------------------------|-------------------------------|-------------------------------------------|----------------------------------|
| LIO No.<br>1 (a)                                                                                                                                                 | Quantity<br>1 (b) | Unit<br>1 (c) | ITEM<br>1 (d)                                  |                               |                               |                                           |                                  |
|                                                                                                                                                                  | 100               | ea            | <u>CLOTHING AND EQUIPAGE</u><br>Blankets, O.D. | 6,900.00                      | 3,450.00                      | 3,450.00                                  | To reg                           |
|                                                                                                                                                                  | 20                | loaves        | <u>SUBSISTENCE</u><br>Bread                    | 2.40                          | 2.40                          |                                           | Ration                           |
|                                                                                                                                                                  | 10                | tons          | <u>FUEL</u><br>Coal                            | 60.00                         | 60.00                         |                                           | For ho                           |
|                                                                                                                                                                  | 14                | lbs           | <u>MISCELLANEOUS</u><br>Nails                  | .84                           | .84                           |                                           | For de                           |
| Values indicated by * were estimated by U.S. on basis of<br>U. S. Market Values. Other values were furnished by British,<br>converted at \$4.00 equal one pound. |                   |               |                                                |                               |                               |                                           |                                  |
| xxx                                                                                                                                                              | xxx               | xxx           | TOTALS                                         | \$ 6,963.24                   | \$ 3,513.24                   | \$ 3,450.00                               | /s/ JOH<br>/t/ JOH<br>Col<br>Qua |

APPENDIX 1

## SUMMARY REPORT UNDER RECIPROCAL AID

Sheet No. \_\_\_\_\_ of \_\_\_\_\_ Sheets

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

MODEL FORM

750

ORGANIZATION REPORTING Quartermaster Sec. Period from 1 August 43 To 31 August 43  
APO \_\_\_\_\_ c/o P.M.

| FACILITIES RECEIVED<br>ITEM<br>1 (a) | RECEIVED<br>(£ Value)<br>(2) | RETAINED<br>(£ Value)<br>(3) | OTHER<br>DISPOSITION<br>(£ Value)<br>(4) | PURPOSE FOR WHICH<br>ACQUIRED AND DESCRIPTION OF<br>DISPOSITION<br>(5) |
|--------------------------------------|------------------------------|------------------------------|------------------------------------------|------------------------------------------------------------------------|
| CLOTHING AND EQUIPAGE                |                              |                              |                                          |                                                                        |
| Blankets, O.D.                       | 6,900.00                     | 3,450.00                     | 3,450.00                                 | To replenish supplies.                                                 |
| SUBSISTENCE                          |                              |                              |                                          |                                                                        |
| Bread                                | 2.40                         | 2.40                         |                                          | Rations.                                                               |
| FUEL<br>Coal                         | 60.00                        | 60.00                        |                                          | For hospital use.                                                      |
| MISCELLANEOUS                        |                              |                              |                                          |                                                                        |
| 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.

|        |            |            |            |                                                                             |
|--------|------------|------------|------------|-----------------------------------------------------------------------------|
| TOTALS | £ 6,963.24 | £ 3,513.24 | £ 3,450.00 | /s/ JOHN S. DOE,<br>/t/ JOHN S. DOE,<br>Colonel, QMC, xxx<br>Quartermaster. |
|--------|------------|------------|------------|-----------------------------------------------------------------------------|

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HEADQUARTERS  
 NORTH AFRICAN THEATER OF OPERATIONS  
 UNITED STATES ARMY  
 APO 534

ADMINISTRATIVE MEMORANDUM )

MURPHY

2 )

13 July 1943

See Ad Memo 18

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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13 July 1943, cont'd

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b. Emergency Procurement.

- (1) Where supplies or services are requisitioned in the field by supply officers of combat units, the same procedure will take place as in normal procurement, except that the four U. S. copies of the invoices or inventories will be forwarded, through channels, to the appropriate base section commander.
- (2) Under emergency circumstances where supplies or services are delivered directly to combat units in the field without requisitions or invoices, the receiving officer will prepare certified inventories, as outlined in paragraph 3a(2)(b), forwarding same as outlined in paragraph 3c(1).

4. Valuation.

a. Responsible representatives of the foreign government will be requested to furnish values of the equipment, supplies, services or facilities received. If such values are furnished by foreign governments, the United States Army officers receiving the same will not endeavor to obtain any changes or corrections therein or raise any question as to their accuracy in discussions with representatives of foreign governments. All values furnished by foreign governments will be so designated in the Reciprocal Aid reports required to be made under outstanding directives. The United States Army officers responsible for estimating the values of Reciprocal Aid will review the values furnished by foreign governments and if such officers do not agree with such values, they will furnish their own estimates of value, which estimates shall be made in the manner set forth in the succeeding sub-paragraph b.

b. If no values are furnished by foreign governments, the United States Army officers responsible for estimating and reporting the value of Reciprocal Aid will make their own estimate of value. Such estimates may be made by the general purchasing agents SOS, NATOUSA, base sections, Air Service Command, or local receiving officers. Estimates of value will be based on local cost or market value so far as possible and will be reported in U. S. dollars, with the rate of exchange used in converting local currency into U. S. dollars indicated in each instance. The basis of evaluation will be reported, that is, local cost or market value, or other basis used. In the case of facilities (such as air fields, hospitals, warehouses, etc.) in which the capital value is estimated, the approximate proportion of the estimated value represented by cost of land, labor, material and equipment, respectively will be given. A brief description will be given of the basis used in estimating any rental or use values reported.

5. Records and Reports.

a. To insure that proper credit is given the allied government concerned for Reciprocal Aid to the United States Armed Forces, certain records and reports have been prescribed by the War Department. The commanding generals, base sections and XII Air Force Service Command, will, as of the end of each month, summarize on "Summary Report Under Reciprocal Aid", I.F. Form No. 1, (Appendix No. 2), segregated into heretofore arranged classes or items (see

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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, AFM 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 account.

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:

DESCRIPTION:

"Y"

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

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UNITED STATES--ALLIED REQUISITION

No. of Sheets

DELIVER TO \_\_\_\_\_ Period \_\_\_\_\_ for which supplies \_\_\_\_\_

Requisition App  
(See note (2

## Results

Address where permissible (See Note (3))

| 1                                                     | 2                                                 | 3                                   | 4                    | 5                        | 6                                       | 7 |
|-------------------------------------------------------|---------------------------------------------------|-------------------------------------|----------------------|--------------------------|-----------------------------------------|---|
| SECTION<br>Part No. and Ref<br>No. (Where applicable) | DESCRIPTION OF ARTICLE OR<br>SERVICE (See Note 7) | Unit of<br>Quantity<br>(See Note 4) | Quantity<br>Required | Date<br>when<br>required | Urgency<br>A, B or<br>C (See<br>Note 5) |   |

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

Sheet No. 4

No. of Sheets \_\_\_\_\_

Period \_\_\_\_\_ for which supplies are required.

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

## Timing

Note (3):

[illegible]

## 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. ech.
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.  
B for immediate replacement.  
C for stock. Note: Abbreviation C is to be used only in requisitions on the RAF.
6. Column 5 is for use on U. S. officers' record copies only: will be used only if convenient to assist 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 9 the number of complete rations required. If it is desired to underdraw any items of the ration a note should be made in column 9 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.

Appendix No. 1

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RECIPROCAL AID FORM 1

## REQUISITION

Instruction for Use of Form

requisition will be made for items from each section of the Army (or Navy or Air Force) of Stores, because the various sections are often stocked in

would run in a separate series, with the letter "W" before the number

3 copies of all requisitions for distribution to higher U. S. echelons. Officers will sign under the heading "Requisitioned by." The officer (all U. S. Forces and British Army) will sign under the heading

Security requires use of code address or omission of address. "is" etc. as required.

ment.

Abbreviation C is to be used only in requisitions on the RAF.

Officers' record copies only: will be used only if convenient to balance of required records.

3 should be the word "Rations" and in column 5 the number of complete rations desired to underdraw any items of the ration a note should be made and submission to be underdrawn.

ations will be used, under "Period" at top of form.

arate sheets for:

3  
3  
3

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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 CWB Depots.
5. Substitutes for CWB 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 appliances, 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.

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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.

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## Appendix 2

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<br>SERVICE, SUPPLIES, EQUIPMENT OR FACILITIES RECEIVED |                   |               |               | RECEIVED<br>(\$ Value)<br>(2) | RETAINED<br>(\$ Value)<br>(3) | OTHER<br>DISPOSITIVE<br>(\$ Value)<br>(4) |
|-----------------------------------------------------------------------|-------------------|---------------|---------------|-------------------------------|-------------------------------|-------------------------------------------|
| FOLIO No.<br>1 (a)                                                    | QUANTITY<br>1 (b) | UNIT<br>1 (c) | ITEM<br>1 (d) |                               |                               |                                           |
| XXXX                                                                  | XXXX              | XXX           | TOTALS        | \$                            | \$                            | \$                                        |

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Appendix No. 2

SHEET NO. \_\_\_\_\_ of \_\_\_\_\_ SHEETS

25

Period from



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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM )

NUMBER 7 )

22 May 1943

SELECTION OF SITES

1. Administrative Memorandum Number 5, this headquarters, as subject as above, is amended by the addition of the following paragraph:

"Provisions of this memorandum are not applicable to selection of sites for installations under the jurisdiction of the Northwest African Air Force."

By command of the Theater Commander:

E. L. FORD  
Colonel, G.S.C., Chief of Staff

OFFICIAL:

  
H. V. ROBERTS  
Colonel, A.G.D.,  
Adjutant General

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NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

3 May 1943

ADMINISTRATIVE MEMORANDUM )

NUMBER

6 )

DUTIES OF PROVOST MARSHAL GENERAL

1. Furnish the Theater Commander with information and advice on all matters relating to Military Police.
2. Exercise general supervision on all provost matters and conduct inspections to see that all provost functions are performed in accordance with policies and orders announced by the Theater Commander.
3. Recommend to the Theater Commander the assignment of all Military Police, other than organic tactical Military Police, to areas and subordinate commands.
4. Coordinate the utilization of Military Police of all kinds for the enforcement of police regulations among members of the Military Forces.
5. Disseminate information regarding absences, deserters, and such other information as may be necessary on Military Police matters.
6. Take charge of the reception, escort, care and evacuation of prisoners of war. Exercise general supervision over all prisoner of war enclosures.
7. Operate a Branch Prisoner of War Information Bureau.
8. Exercise general supervision over the enforcement of regulations for traffic control.
9. Supervise the operations of Criminal Investigators assigned to the Criminal Investigations Division.
10. Maintain statistical reports on Military Police, Traffic, Criminal Investigations, Prisoners of War enclosures, Disciplinary Training Centers and Stockades.
11. Effect liaison and establish cordial relations with civil authorities and all law enforcement agencies.
12. Perform such other duties including a system of identification, mass movements of refugees, when necessary as directed by the Theater Commander. (AG 321.9/096)

By command of the Theater Commander:

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Colonel, A.C.D.,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY  
APO 534

ADMINISTRATIVE MEMORANDUM )

22 April 1943

NUMBER

5 )

SELECTION OF SITES.

1. Observation by this headquarters indicates that a considerable number of sites for installations have been selected in this theater without proper consideration being given to the engineering problems. In a number of instances this has necessitated 75% more work to produce the same facilities, as would have been required on a more suitable site.

2. Such wastage of materials, labor, shipping, and use of Engineer Troops is extremely detrimental to the prosecution of the war. It is therefore directed that the Using Service (defined in paragraph 4) of any installation requiring construction of any nature, obtain the approval, in writing, of the Base Section Commander prior to determination of the site.

3. Prior to final selection or approval of a site, Base Section Commanders will cause an engineering investigation of the proposed location to be made. The Using Service will cooperate with the Base Section Engineering Services in the selection and examination of the site. In the event of a disagreement, the matter will be referred promptly to the Commanding General, SOS, MATOUSA for decision.

4. For the purposes of this memorandum, the term "Using Service" is defined as any organized troop unit or military activity of the United States Army, or of the United States Navy when operating on shore in any Base Section Area, and any civilian agency attached to, or operating in, Base Section Areas with the Army or with the Navy. (AG 600.19/085 CS-4)

By command of the Theater Commander:

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*H. V. Roberts*  
H. V. ROBERTS,  
Colonel, A.G.D.,  
Adjutant General.

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*Amended by  
Alm. Memo 7*

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NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY

10 April 1943

ADMINISTRATIVE MEMORANDUM )

NUMBER

4 )

RAILWAY CONSTRUCTION, MAINTENANCE AND REPAIR

1. Construction, maintenance and repair of Military Railways in the Theater of Operations will be planned for and performed under the direction of the Director General, Military Railway Service.

2. Combat Zone.

Construction, maintenance and repair of Military Railways in the combat zone will be planned for and performed under the direction of the Director General, Military Railway Service, up to the limit of American and British troops assigned to him. When more work is required and resources available to the Director General, Military Railway Service are inadequate, he will call on the senior tactical commander in that zone.

3. Outside Combat Zone.

Construction, maintenance and repair of Military Railways outside the combat zone will be planned for and performed under the direction of the Director General, Military Railway Service, up to the limit of American and British troops assigned to him and the limit of the Civil Railway Service by agreement. When more work is required and resources available to the Director General, Military Railway Service, are inadequate, he will call upon Allied Force Headquarters for additional British assistance and on Commanding General, Services of Supply, for additional American assistance.

4. Railway Stores and Equipment.

a. In the Theater of Operations all railway equipment and material including tracks and bridges shall be planned for and requisitioned on the Commanding General, Services of Supply, North African Theater of Operations, United States Army, by the Director General, Military Railway Service.

b. The military Railway Service, in conjunction with the British Transportation Service, under its command, shall stock and issue all railway track material for both heavy construction and ordinary maintenance of all Military Railways in the Theater of Operations.

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c. The Director General, Military Railway Service, will provide the personnel for such depots as he may establish.

5. Direct communication between agencies affected is authorized.

By command of General EISENHOWER:

*J. Davis*  
J. DAVIS  
Brigadier General, A.G.D.,  
Adjutant General.

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NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY

ADMINISTRATIVE MEMORANDUM )

1 April 1943

NUMBER

3 )

SCALES OF ACCOMMODATION AND STANDARDS OF CONSTRUCTION

1. General - The following scales of Accommodation and Standards of Construction will be used for all accommodations to be provided in this theater

2. Shipping restrictions are the primary factor in determining the scope of construction to be undertaken. The Construction program as a whole must be based on maximum use of existing buildings and local material.

3. Wherever possible, accommodation will be provided by use of existing buildings. Alterations of existing buildings are to be only such as are absolutely necessary to convert to the intended use.

4. Construction will be planned to effect the greatest economy in the use of materials, preference in the choice of materials being given to materials available from local sources.

5. Camps and other installations east of Algiers will be laid out to take advantage of natural cover, and with due regard for camouflage.

6. Design and type of buildings are to be in accordance with instructions contained in TM 5-230, 281, 282, 283. Plans and details may be modified to fit the particular situation. Buildings in general will be Temperate Type. The standard building, 20' wide, will be used and adapted to all purposes, except where entirely unsuitable or uneconomical.

7. New construction will be limited to provision for the following facilities which will be grouped to require the minimum total number of buildings:

- a. Kitchens.
- b. Bath houses.
- c. Latrines.
- d. Offices.
- e. Store rooms.
- f. Recreation buildings.
- g. Post exchanges.
- h. Hospital wards - 40% buildings, 60% tents.
- i. Mess halls - in hospitals, for patients only.
- j. Base Depots - covered storage will be provided in base depots for stores which deteriorate rapidly in the open.
- k. Base workshops - covered accommodation will be provided for pro-

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tection of machinery and for such work as cannot be carried out in the open, but will be kept to a minimum.

8. Construction of the above facilities is authorized for Prisoner of War camps but such prisoners may be required to build their own camps.

9. All construction or billeting will be based on the following Scale of Accommodation:

| TYPE OF ACCOMMODATION      | Unit             | Off.<br>W.O.'s<br>Nurses | E.M.<br>WAAGs | Electric<br>lighting<br>sq. ft.<br>per watt |
|----------------------------|------------------|--------------------------|---------------|---------------------------------------------|
| <u>SPACE ALLOWANCES.</u>   |                  |                          |               |                                             |
| Living space               | Sq.ft.per person | 75                       | 40            | 0                                           |
| Mess Halls                 | " " " "          | 10                       | 8             | 10                                          |
| Kitchens                   | " " " "          | 3                        | 2             | 5                                           |
| Recreation buildings       | " " " "          | 4                        | 2             | 5                                           |
| Post Exchanges             | " " " "          | .6                       | .6            | 5                                           |
| Offices                    | " " " "          | 1                        | 1             | 3                                           |
| Store rooms                | " " " "          | 1.5                      | 1.5           | 10                                          |
| Hospital wards             | " " " bed        | 60                       | 60            | 5                                           |
| Latrines                   | " " " person     | 1.7                      | 1             | 10                                          |
| Bath houses                | " " " "          | 2                        | 1.25          | 10                                          |
| <u>SANITARY FACILITIES</u> |                  |                          |               |                                             |
| Taps - Cold water          | 1 tap            | 20                       | 40            |                                             |
| Water Closets              | 1 W.C.           | 12                       | 20            |                                             |
| Showers                    | 1 Shower         | 15                       | 20            |                                             |

NOTES:

Kitchen-space for supplies is included in the scale. Increase scales 100% for first 60 men. Minimum size kitchen 240 sq. ft.

Office space for hospitals (Administration Building) will be in accordance with the following schedule:

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|                              |            |            |
|------------------------------|------------|------------|
| 250 bed station hospital     | 1 building | 20' x 60'  |
| 500 " " "                    | " "        | 20' x 80'  |
| 1000 " general "             | " "        | 20' x 120' |
| 3000 " convalescent hospital | " "        | 20' x 150' |

Bath houses include both washing and bathing space (showers and taps).

Moderate adjustments in scales may be made where necessary, to bring calculated space allowances into line with actual requirements, particularly in the case of very small or very large units.

10. Latrines will be of the pit type and will be made fly-proof. Water closets may be installed where water and sewer connections are available on the site and have sufficient capacity.

11. Bath houses to provide a place to wash will be provided at all camps and hospitals regardless of whether running water is available.

12. Where City mains are adjacent to camps, and supply is adequate, running water may be installed for showers and taps on basis shown in Scales of Accommodation. Kitchens will have two cold water taps.

13. Electric lighting will be provided where power is available and lines are adjacent to site. When so available it will be provided on basis shown in Scale of Accommodation.

14. Where existing sanitary sewers are conveniently located and have sufficient capacity, they may be utilized. In other cases waste water from kitchens and bath houses will be carried by closed conduit to a point beyond the camp area, and there discharged into open ditches or soaking pits.

15. Insect screens will be provided as follows:

- a. In camps for kitchens only.
- b. In hospitals for kitchens, latrines, patients' mess halls, wards in buildings, and such other facilities as in the opinion of the Surgeon are absolutely necessary to be screened.

16. Floors will be 2" concrete where materials are available locally; other wise of wood. Floors are not authorized in store rooms or warehouses.

17. Camp sites should be adjacent to main highways. Connecting road to highway and main roads within the camp area will be constructed to meet minimum requirements. Base materials will be placed on natural ground wherever practicable and cuts and fills held to a minimum. Concrete paving will not be used.

18. Walks or paths will be constructed on ground surface. Only those walks essential for access to kitchens, offices, latrines, etc., will be constructed; other walks to be completed by occupying troops. Concrete walks will not be constructed.

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- 3 -

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19. Complete drainage system will be laid out on the ground but only major ditches will be dug. The occupying troops will provide ditching around buildings and tents.

By command of General EISENHOWER:

*T. J. Davis*  
T. J. DAVIS  
Brigadier General, A.C.D.,  
Adjutant General.

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HEADQUARTERS  
NORTH AFRICAN THEATER OF OPERATIONS  
UNITED STATES ARMY

15 March 1943

ADMINISTRATIVE MEMORANDUM )

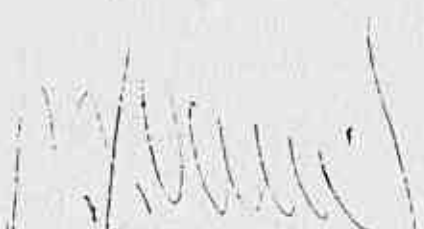
NUMBER

2 )

RECIPROCAL AID

Administrative Memorandum Number 1, this headquarters, as, relative to Reciprocal Aid does not apply, until further notice, to supplies, equipment, facilities and services furnished by the French authorities in North Africa.

By command of General EISENHOWER:

  
P. J. DAVIS,  
Brigadier General, AGD,  
Assistant General.

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