

INTRODUCTION

This guide is issued to aid those charged with responsibility for administration of Assembly Centers and displaced persons problems generally. Part I sets forth general principles and procedures, and Part II sets forth policy and suggestions on specific aspects.

This guide cannot answer all of the practical questions which a variety of conditions in the field will raise; the principles outlined, therefore, should be interpreted with flexibility, as they only seek to present an ideal at which to aim. Speedy repatriation remains the chief objective.

During the combat period it will, as a general rule, be found necessary to evacuate all displaced persons to rear areas through the usual machinery of Collecting Points and Transit Points, set up in Division and Corps areas. These Points can provide nothing more than bare accommodation, food and first aid for limited periods while the displaced person is awaiting transportation to the rear. The only kind of processing that might be performed at this stage is the "dusting" described in Part II, Section 5.

It is in the Assembly Center that more complete steps may be taken, in the registration and care of displaced persons, to prepare them for their repatriation. The experiences which they have undergone during the past few years may make them difficult to control; they may have little initiative their desire to take revenge may result in looting and general lawlessness and their pent-up feelings against their former oppressors may express themselves in resentment of any type of discipline or authority.

Difficulties may be minimized by careful administration, maintaining national groups together in one center, keeping families together, arranging for the displaced persons to carry with them their personal baggage and the effects which they prize so highly, giving the displaced persons as much information as possible regarding their status, making it possible for them to speak freely to Center representatives and Allied Liaison Officers, and by numerous programs and activities which an imaginative Center Director may be able to develop.

Displaced persons should be encouraged to organize themselves as much as is administratively possible. National group leaders should be selected and small national committees be formed to speak for their nationals, make suggestions and enquiries, and to act as a channel for disseminating instructions and information from the Center Staff. These leaders should always be persons who command the respect and confidence of their compatriots: the advice of the appropriate Liaison Officer should be sought on this point and the opinions of the displaced persons as far as possible be taken into account. Advisory committees on specific questions e.g. accommodation or Center regulations and discipline, may prove useful; and the gradual introduction of the administration by displaced persons themselves of some Center activities will not only help to restore self-respect and initiative but will make the task of administration immeasurably easier for the Center Staff. It should be noted however that, as the process of self-administration

develops, the position of minority groups in the Center may need careful watching.

This Center Staff will have as its core a Center Team drawn either from military sources or from the United Nations Relief and Rehabilitation Administration. The Supreme Commander has signed an agreement with the Director General of UNRRA to facilitate UNRRA's contribution, which will be a growing one.

The task is enormous, its political and humanitarian implications far-reaching. It will strain to the utmost the resources, the energy and the good will of the United Nations. The individual military officer or UNRRA official who does his job successfully may well feel that he has contributed in no small way to solving one of the biggest problems of welfare and reconstruction facing the United Nations.

POLICY DOCUMENTS

Official policies and instructions of the Supreme Commander, AEF, dealing with the subject of displaced persons in Germany may be found in:

1. Supreme Headquarters, AEF, Outline Plan for Refugees and Displaced Persons, dated 4 June, 1944.

2. Supreme Headquarters, AEF, Administrative Memorandum No. 39, subject: "Displaced Persons & Refugees in Germany" (revised), dated 16 April, 1945, and Annexes thereto.

3. Supreme Headquarters, AEF, Handbook for Military Government in Germany, Part II, Chapter VIII, subject: "Displaced Persons and Refugees."

4. Supreme Headquarters, AEF, Handbook Governing Policy and Procedure for the Military Occupation of Germany, Chapter VII, Part II, subject: "Displaced Persons" (revised edition dated April 1945).

5. Other official directives issued by Supreme Headquarters, AEF

DEFINITIONS

1. Displaced Persons are civilians outside the national boundaries of their country by reason of the war who are:
  - a. Desirous but unable to return home or find homes without assistance.
  - b. To be returned to enemy or ex-enemy territory.
2. United Nations displaced persons are displaced nationals of the United and Associated Nations as defined in Military Government Law No. 3, as from time to time amended.
3. Those persons assimilated to United Nations displaced persons in status are indicated in Part II, Section 3.
4. Enemy and ex-enemy displaced persons are displaced nationals of enemy and ex-enemy nations (Germany, Austria, Japan, Siam, Italy, Finland, Bulgaria, Roumania Hungary).
5. Stateless persons are persons who in law or in fact, lack the protection of any government.
6. Assembly Centers are accommodation areas established for the temporary care and processing of displaced persons until such time as they can be repatriated.

RESPONSIBILITIES

1. Military Commanders are responsible for the care and repatriation of displaced persons in their areas and will use all available resources to discharge this responsibility.

2. Military Commanders will normally use Military Government officers and detachments to plan, supervise and carry out the care of displaced persons. They may, however, delegate this responsibility to other military formations.

3. The responsibility for the administration of an individual Assembly Center for United Nations displaced persons and those assimilated to them in status will be that of the Assembly Center Director. He will be either a military officer or an UNRRA official. In either case he will be responsible to the officer commanding the Military Government detachment (or other military unit) which is detailed to supervise the Center in question.

4. The administration of any Assembly Centers that may be established for enemy or ex-enemy displaced persons other than those persecuted because of race, religion or pro-allied sympathies will be the responsibility of the German authorities under Military Government supervision.

## ORGANIZATION AND ADMINISTRATION

### 1. General Functions and Operations of Assembly Centers.

- a. The provision of shelter, feeding and emergency clothing.
- b. The prevention of disease, control of epidemics and the provision of medical attention.
- c. Registration.
- d. Verification of nationality.
- e. Security screening.
- f. The provision of welfare facilities.
- g. Temporary employment of displaced persons pending repatriation.
- h. Preparation of repatriation.

### 2. Types of Assembly Centers.

a. *Assembly Centers for United Nations Displaced Persons and others who are assimilated to them in status (see Part II, Section 3).*  
 These Centers will not necessarily consist of camps or communal buildings, though such accommodation will always be used if available. If it is not, blocks of houses or sections of a town may be taken over from the German population to provide lodgings for displaced persons. In the latter case the Assembly Center would simply be an accommodation area with a central office and whatever communal facilities were available: the displaced persons might have to maintain themselves by means of cash grants (see Part II, Section 13).

United Nations displaced persons will not be billeted on the German population.

It will normally be desirable to accommodate non-repatriable persons in separate Assembly Centers, which should be selected, equipped and staffed with a view to permanent occupation.

b. *Assembly Centers for enemy and ex-enemy displaced persons (other than those persecuted).*

As a rule this type of displaced persons will be billeted on the German population wherever possible. Such centers as are necessary for them will be established and maintained by the German authorities. Military commanders may have these centers established as detention camps.

### 3. Personnel for United Nations Assembly Centers.

a. *Army*—During the earliest phases the chief source of personnel for the administration of Assembly Centers will be the army. Official directives from Supreme Hqrs., AEF establish the responsibility of military commanders to care for displaced persons. The standard army team for the administration of an Assembly Center of 3,000 consists of 3 officers, 8 OR/EM and one UNRRA official.

b. *UNRRA*—These military teams will gradually be replaced by UNRRA teams as the latter become available. UNRRA—United Nations Relief and Rehabilitation Administration has been organized by the

United Nations for the purpose of aiding in the relief and rehabilitation of those countries requiring international assistance. UNRRA teams have been recruited, trained, and assigned to various military echelons, (for standard UNRRA team of 11-13 see Appendix 1). Additional personnel may be supplied by certain voluntary relief societies, but this personnel will be coordinated by UNRRA and work under UNRRA's aegis.

c. *Displaced Persons*—A team of 11-13 persons will be insufficient to run all activities in a center of 3,000 inhabitants. This team is merely intended as a nucleus around which the Director will build up an administrative framework made up from among the displaced persons themselves. As a general rule center administration will provide employment for 7 1/2 % of the total inhabitants of a center. This may be raised to 10 % when there is high proportion of women and children in the center. In the initial stages it may be necessary to employ more staff than when the center is organized and running smoothly. Part II, Section 11 of this Guide lays down conditions of employment for displaced persons. It is advisable to give displaced persons employed on the staff as many privileges as possible in order that the removal of such privileges can serve as a sanction when a job is badly or inefficiently performed.

*Suggested Functions of Displaced Persons Staff in Assembly Centers.*

The following is a suggested list of functions in which displaced persons might be employed in Assembly Centers:

- National Group Leaders
- Assistant National Group Leaders
- Registration and Assistance to Liaison Officers
- Accommodation and Employment Services
- Interpreters
- Records, Accounts and Clerical Work
- Center Police and Fire Squads
- Center Maintenance
- Cookhouse and Messing
- Supplies—storing and issue
- Medical Services
- Sanitation—delousing, latrine maintenance and disposal of wastes
- Information Bureau—Communications
- Counselling Service
- School
- Recreation
- Repatriation—(see Part II Section 12)

A Center of 3,000 inhabitants would normally provide full-time employment for some 210-220 displaced persons. The proportion of this number employed in each different function will vary according to the type of Center.

d. *Allied Liaison Officers for Repatriation.*

(1) *Status*

(a) Allied Liaison Officers will be attached to military formations in Germany for the purpose of assisting in the care, control and repatriation of their displaced nationals. For the most part this work will

be carried out in Assembly Centers, subject to military control and discipline.

(b) They may receive, and after consultation with the appropriate military authority, act upon such instructions of their governments as are consistent with the requirements of the military authorities. All communications with their governments will be through the normal military channels, and will be addressed to the Chief Liaison Officer at DPX, Supreme Hq., AEF

(2) *Duties*

(a) *Principal Duties of an Allied Liaison Officer:*

- i. Verify the claims of those displaced persons who claim his nationality.
- ii. Issue repatriation visas to those whose claims are verified.
- iii. Recommend to the Center Director priorities for the repatriation of his nationals within the Center, in conformity with instructions issued by his Chief Liaison Officer.
- iv. Keep his Chief Liaison Officer informed through channels of the situation regarding displaced persons of his nationality.

(b) *Subsidiary*—An Allied Liaison Officer should be prepared to carry out the following subsidiary duties at the request of the Center Director:

- i. Assist in the administrative control of his nationals and the maintenance of discipline among them.
- ii. Furnish his nationals with up-to-date information from their Government.
- iii. Recommend suitable persons from among his nationals to be appointed to the Center administrative staff, to carry out registration and assist the Liaison Officer in the performance of his duties.
- iv. Give assistance when required in cases where his nationals are suspected of being war criminals or undesirable from a security point of view.
- v. Assist where possible in the settlement or documentation of claims made by his nationals.
- vi. Assist in the protection, disposal or custodianship of any property belonging to his nationals.
- vii. Where possible take necessary steps to ensure that his nationals do not carry out of Germany any foreign exchange assets not belonging to them.
- viii. Assist the Center Director in any other matters where his nationals are concerned.

FORMS FOR USE IN ASSEMBLY CENTERS**1. Registration (see Part II Section 2)**

Form DP 1 A.E.F. DP Index Card  
 Form DP 2\* A.E.F. DP Registration Record  
 Form DP 3 A.E.F. Assembly Center Registration Card  
 Form CA/d4 (revised) Assembly Center Weekly Report  
 Manual CA/d5 Displaced Persons Registration Instructions  
 Form CA/d6 A.E.F. DP Supplementary Summary Medical Record  
 Pamphlet CA/d7 Instructions for the Use of A.E.F. DP Supplementary Summary Medical Record  
 Form CA/d8 A.E.F. DP Meal Record Card  
 Pamphlet CA/d19 (revised) Guide to the Registration of Displaced Persons in Germany.

**2. Accounting for Cash and Supplies (See Part II Section 13)**

CA/f1 Cash Book Receipts  
 CA/f2 Cash Book Payments  
 CA/Gf3 Receipt Voucher  
 CA/Gf4 General Payment Voucher  
 CA/Gf5 Payroll (Civilian Employees)  
 CA/f7 Requisition for Funds  
 CA/d10 Cash Relief Payment Record  
 CA/d12 Free Issue Voucher  
 CA/d13 Stock Record Card  
 CA/d14 Center Store Requisition/Issue Voucher  
 CA/d15 Memorandum Receipt  
 CA/d16 Supplies Status Report  
 CA/d17 Center Analysis Sheet

**3. Miscellaneous**

CA/d13 DP Field Post Card (see Part II Section 7)

\* Some of these cards were printed in error as D.R. 2.

## ASSEMBLY CENTER REPORTS AND RETURNS

## REGISTRATION

FORM	TO WHOM SENT AND NUMBER OF COPIES	WHEN	TOTAL COPIES REQUIRED
CA/d4 (Revised)	Normal Channels (5) For: All Echelons (including SHAEP DPX)	(a) On establish- ment. (b) Weekly as of 1,200 hours Satur- day.	6
DP-2	Normal Channels (1) (duplicate) For: SHAEP DPX  Normal Channels (1) (original) For: SHAEP DPX  Officer i/c Repatriation Convoy (1) (original) Mother (1) (extra copy) Local Civilian Registrar (1) (extra copy)	When filled in except for spaces (22) (23) (28) (30) (31)  On death or disappear- ance; and for non-repat- riables.  On repatria- tion.  On birth of child.  On death.	2 (3 if death or birth).

## ACCOUNTING

FORM	TO WHOM SENT AND NUMBER OF COPIES	WHEN	TOTAL COPIES REQUIRED
Supplies Status Report (CA/d16)	Normal Channels (2) For: Mil/Gov. detachment SHAEP DPX	Monthly.	3
Return of Cash receipts & Expendi- tures.	Normal Channels (1) For: SHAEP DPX	Monthly.	2
Cash Book forms CA/f1, CA/f2 with relative docu- ments.	Normal Channels (1) For: C.F.A., Army Group.	Monthly, to arrive by 7th day of month.	2