

THE ASSEMBLY CENTER FLOW CHART

1. The processes involved in the care of DPs in an Assembly Center are illustrated by the Assembly Center Flow Chart. The purpose of the Chart is to trace diagrammatically the flow of displaced persons through the various stages of processing in an Assembly Center for United Nations displaced persons and those assimilated to them in status.
2. Displaced persons arriving at an Assembly Center must be segregated from those already resident until they have undergone certain processes, viz:
 - Initial Registration (See Part II, Section 2)
 - Disinfection
 - Line Medical Examination (See Part II, Section 5)
3. These processes must therefore be carried out in an Admission Control Section that is separated from the rest of the Center.
4. There must also be facilities in this Admission Control Section for messing and sleeping, as displaced persons often arrive hungry and tired and it may take some time to put them all through the initial processing.
5. Any blankets used in this Section must either be disinfested or withdrawn from the displaced persons before they enter the main part of the Center.
6. It is suggested that the Admission Control Section should be capable of accommodating and processing 500 persons, with the necessary facilities as indicated.
7. After being processed in accordance with para 2 the displaced person may be allotted "permanent" accommodation, i.e. accommodation in the main part of the Assembly Center, unless the line medical inspection shows that he should be hospitalised first.
8. The next process is that of Full Registration, which will take place as soon as Registrars have been selected and trained (see Part II, Section 2).
9. The Chart shows the principal categories of claims that are likely to be made by displaced persons regarding their nationality and status, and the procedure to be followed in each case (see also Part II, Sections 3).
10. Soviet citizens, once their nationality has been verified, will be transferred to Treaty Centers which will be administered internally by Soviet Officers.
11. Verification of nationality, based on the Registration that has taken place will be carried out by Allied Liaison Officers nominated by the Government concerned or, in the case of occupied territories, by the occupying authorities. It will be attested by the affixing of a visa stamp in space 29 of the DP2, and this visa stamp constitutes at the same time authorization to be repatriated.
12. Cases where nationality is in doubt will be referred to the appropriate Chief Liaison Officer at SHAEF, DPX (see also Part II, Section 3).
13. Registration and Verification of Nationality together constitute

an elementary form of security screening. The disposition of those found to be enemy nationals or otherwise strongly suspected is indicated on the chart. Minor suspects will be repatriated in the normal way (see Part II, Section 8).

14. The period "Awaiting Disposal" may be short or long, depending mainly on the transport situation. During this time employment is strongly recommended (see Part II, Section 11) and many types of welfare services will be needed (see Part II, Section 7). There should also be regular medical inspections and courses of immunization where necessary.

15. When the requisite Movement Order arrives, those that have received their visas must be organized for the journey and must be given a final medical clearance as well as a general departure inspection (see Part II, Section 12).

16. Those without visas, however, will remain until such time as they can be removed to special centers.

This Section, which is taken from the SHAEF "Guide to the registration of Displaced Persons in Germany" (CA/d19 revised) dated 1 May, 1945, contains suggestions concerning the order in which registration forms should be filled out and their use in the management of Assembly Centers.

In reading it, reference should be made to the "Displaced Persons Registration Instructions" (CA/d5), which however are superseded by this Section in the event of any contradiction.

1. Registration on Admission.

When displaced persons are admitted to an Assembly Center, they should pass (if possible in family groups) through an Admission Control. At this point, for each displaced person a Center Official should:

a. Insert on a DP1 the displaced person's names in block English letters, have him sign in the prescribed space, give him the card and tell him to keep it available at all times.

b. Insert on a DP2 the displaced person's registration number only (and send this card to the Medical Supervisor).

c. Insert in English on a DP3 displaced person's names, registration number, claimed nationality, sex, age and date of arrival in the designated spaces; and keep this card as a permanent record of the Assembly Center.

d. Insert on a CA/d8 the displaced person's name and registration number, and give him this card to keep and show at meal times.

2. Disinfestation and Line Medical Inspection.

The Medical Supervisor will make entries in spaces 25 and 26 of DP2 and return the card to the Assembly Center file.

3. Issue of Blankets and Clothing.

When an issue is made the appropriate box (es) will be checked in space 10 of DP3 (and later copied in space 23 of DP2).

4. Assignment of Accommodations.

When the displaced person has sleeping quarters assigned to him, this will be recorded in space 7 of DP3 in pencil.

Full Registration.

a. Registrars will be chosen from each national group and instructed in preparing DP2 with the aid of CA/d5.

b. In an interview with each displaced person the Registrar will complete DP2 up to space 21 inclusive, adding remarks as necessary in space 24.

c. The Registrar or assistant will later make a copy of each DP2, get the displaced person to sign, and return both copies to the Assembly Center file.

6. Medical Treatment.

a. Any subsequent disinfestation and any necessary immuniza-

tion will be recorded by the Medical Supervisor in spaces 25 and 27 of DP2.

b. Any hospitalization will be recorded on CA/d6 (see CA/d7) and attached to DP2.

7. Visa.

The appropriate Allied or other Liaison Officer for Repatriation will affix a visa stamp in space 29 of both copies of DP2 when he has approved a displaced person's claim to nationality. The visa authorizes repatriation. A displaced person who is authorized to return to a country other than his own will require an additional visa from the Liaison Officer of his country of destination.

8. Reports>Returns.

a. The duplicate copies of DP2, when complete except for spaces 22, 23, 28, 30, 31, will be sent to SHAEF, G-5, DPX, through channels. In the case of those refused visas, those considered stateless, or those refusing to return to countries of nationality or districts of residence, duplicate copies likewise will be sent, but the Liaison Officer or Center Director respectively will state the reasons in space 24 and add his signature.

b. CA/d4 (revised) will be submitted as of 1,200 hours each Saturday in quintuplicate, through channels. Although registration may not be complete, totals by claimed nationality should be included.

9. Repatriation.

a. After final medical inspection, the Medical Supervisor will complete space 28 of the original DP2 (marking box MR if a CA/d6 is attached).

b. The Center Director will place in the custody of each National Group Leader or Convoy Leader the original DP2 of each member of his nationality in the convoy for delivery to the Director of the Reception Center.

c. The Center Director will issue to the Convoy Leader a nominal roll showing the names, nationality, registration number and destination of each member of the convoy; and submit a copy of this roll to SHAEF, G-5, DPX, through channels.

d. The date of departure and destination will be inserted in space 6 and 8 of DP3 for each person leaving.

10. Transitional Movement.

a. Military necessity may require transitional movements of displaced persons not involving immediate repatriation. Even though registration may not have been completed, the general rule to follow will be to dispatch with the displaced person (in the custody of the Convoy Leader) all his records, except the DP3 which will be retained.

b. At the Assembly Center to which the individual may be moved, a new DP3 will be prepared.

11. Disappearance.

For displaced persons who have disappeared after registration, the original and duplicate DP2 will be sent through channels to SHAEF, G-5, DPX.

12. Births and Marriages.

a. When a birth occurs, the child should be registered at the earliest opportunity, giving full particulars concerning the birth. A third copy of the DP2 should be prepared and given to the mother as a personal record of the birth. When marriages occur, the DP2 and DP3 cards of the displaced persons concerned should be altered or new cards prepared.

b. Both births and marriages should also be registered according to local law, and certificates obtained and issued to the individuals concerned.

13. Deaths.

Procedure as specified in CA/d5, page 11, except that both the original and duplicate DP2 will be sent through channels to SHAEF, G-5, DPX.

(SUPPLEMENTARY SUGGESTIONS)**1. DP1**

a. The registration numbers are preprinted and each number occurs only once. The registration number is therefore a means for identifying the individual if his name presents difficulty. This number, since it is transferred to all his records, provides a key for numerical filing.

b. The signature can be used for checking identity: the holder of the card can be required to sign his name elsewhere and the signatures can be compared.

c. If a DP1 is lost a new card will be issued and the new registration number must be inserted on all forms and records of the individual.

2. DP2

a. This card will provide the statistical information which is to be summarized weekly on CA/d4 Revised.

b. The details on this Card (e.g. sex, age, physical condition, usual occupation) will be useful as regards employment of displaced persons both inside and outside an Assembly Center.

c. This Card should assist the displaced person's Government to return him to his own community and find him suitable employment. Spaces 30 and 31 are for the Government's use.

3. DP3

a. This card provides the main record in English of persons at Assembly Centers and a permanent record of those who have departed.

b. After departure the record of destination will provide a means of tracing individuals for personal or security reasons.

c. When an Assembly Center is permanently closed all cards will be packed and forwarded through channels to SHAEF, G-5, DPX.

4. CA/d4 Revised.

a. Six legible copies of this report will be prepared: five will be forwarded, through channels.

b. On the establishment of a new Assembly Center this report will be submitted with as detailed a description as possible (see instructions on reverse side of form).

c. Thereafter, it will be submitted weekly as of 1,200 hours Saturday, completed as far as possible, particularly with respect to totals by claimed nationality.

d. On the basis of the initial report, an Assembly Center Number will be assigned by Army Group Headquarters, and the Assembly Center will be notified. This number will be used on DP2, CA/d4 Revised and for all official correspondence.

5. CA/d5

Each Registrar will be supplied with a copy of CA/d5 to study the instructions in his own language. He will be told that the English captions on DP2 are numbered, and that these numbers are keyed to all the language translations in the CA/d5.

6. CA/d6 and 7

a. CA/d7 provides instructions in English for the preparation of CA/d6.

b. CA/d6 is printed with French and German captions. Local doctors should be able to read one of these languages and require no further instruction.

c. CA/d6 will be supplied to hospitals used by Assembly Center residents.

7. CA/d8

This card should be used to control the number of meals issued to each displaced person. A number should be cut off, punched or inked out for each meal issued.

8. Assembly Center Card File.

The following Assembly Center card file system is suggested:

a. Sort the DP3 cards by nationality and within each nationality arrange them alphabetically.

b. Sort the DP2 cards by nationality and within each nationality arrange them numerically by registration numbers.

c. Cross-reference may be made by name or registration number.

Part II

SPECIAL CATEGORIES

1. The following paragraphs, which are taken from SHAEF Administrative Memorandum No. 39 revised. Indicate the procedure to be followed in dealing with special categories of displaced persons in Germany.

2. Liberated Soviet Citizens.

Nationals of the USSR liberated after 11 February, 1945, will be treated as other United Nations displaced persons except that the following additional provisions will be made for them:

a. They will in all cases be segregated in centers of their own as soon as the validity of their claims to Soviet citizenship has been accepted by Soviet Repatriation Representatives. Prior to this time they will be cared for as other United Nations displaced persons, except that responsibility for their care and repatriation will, under no circumstances, be transferred to or delegated to the governments of liberated Allied countries.

b. Soviet Repatriation Representatives will have the right to appoint the internal administration and set up the internal discipline and management of centers in accordance with USSR military procedure and USSR law, except that military commanders will, in each case, appoint a military officer as Commandant, who shall have the final responsibility for the overall administration and discipline of the center. Military commanders will be responsible for the outside protection of, and access to and from, these centers.

c. After identification by Soviet Repatriation Representatives, Soviet displaced persons will be repatriated regardless of their individual wishes.

d. Legal. (See Part II, Section 9).

e. The removal of Centers as well as the transfer from one Center to another of Soviet displaced persons will be effected by agreement between military commanders and the senior Soviet Repatriation Representative in their districts. The removal of Centers and the transfer of Soviet displaced persons may, in exceptional circumstances, be effected without such preliminary agreement, provided that the senior Soviet Repatriation Representative is immediately notified of such removal or transfer with a statement of the reasons.

f. When Soviet nationals are employed outside Assembly Centers they will work under the supervision of Soviet officers.

g. Soviet Repatriation Representatives.

SHAEF will procure a limited number of Soviet Repatriation Representatives who will be called forward by military commanders in the same manner as prescribed for Allied Liaison Officers for Repatriation to perform the functions of such representatives as specified in the Yalta Agreements of 11 February, 1945. They will carry on their functions in military zones only under competent military orders issued by SHAEF or subordinate Headquarters.

3. United Nations Displaced Persons Formerly Residing in Countries Other Than Their Own.

a. These persons will be assisted to return to their countries of former residence provided that Liaison Officers for Repatriation concerned issue the necessary visas.

b. If the necessary visas are not issued they will be referred to Liaison or Consular Officers of their own nationality.

4. Persons Claiming United Nations PW or Civilian Internee Status.

a. The following persons will initially be cared for as United Nations displaced persons:

(1) Persons of United Nations nationality found outside PW camps who claim to be PWS.

(2) Members of military forces fighting under Allied command who have escaped or evaded capture by the enemy and are uncovered in the course of military operations.

(3) British/US civilians found outside civilian internment camps who claim to be civilian internees.

b. Persons in categories (1) and (2) above will be reported to Supreme Headquarters, AEF, G-1 Division, PWX Branch or the nearest PWX organization, who will investigate all such cases and determine whether or not the claimants are in fact entitled to that status. The care and repatriation of those found to be so entitled will be a responsibility of PWX. PWS will be evacuated through PW channels direct from these centers under Army Group arrangements.

c. When persons in category (3) above are uncovered, their presence should be notified to PWX. These persons will subsequently be dealt with in accordance with Supreme Headquarters, AEF, G-1 Administrative Memorandum on "The Care and Evacuation of US/British Civilian Internees" dated 30 November 1944.

d. PW Contact Officers will be called forward as necessary to assist in the control, care and identification of PW in Assembly Centers.

e. While in Assembly Centers PW will be maintained in accordance with standards established for United Nations displaced persons.

5. Non-interned Us and British Civilians.

a. Those will be dealt with as United Nations displaced persons and will be reported through channels to the appropriate consular authorities, whose authorization will be required before they can be repatriated.

b. Applications for relief loans may be made to US consular officers by US citizens awaiting repatriation.

6. Wives, Husbands and Children (Legitimate or Otherwise) of United Nations Displaced Persons.

These, even if of different nationality, will be admitted into Assembly Centers for United Nations displaced persons and will be permitted to

accompany them when they are repatriated provided that Liaison Officers for Repatriation issue the appropriate visas. If refused visas they will be dealt with in accordance with provisions made for other persons of their nationality or former residence.

7. Displaced Persons of Doubtful Nationality Claiming United Nations Nationality.

a. When these persons claim to be of a particular nationality, or opt for it under any arrangement which may be offered by the government of that nationality, they will be referred in the first instance to a Liaison Officer for Repatriation of that nationality.

b. If the claim of these persons to be of a particular nationality or their option is not accepted by the Liaison Officers for Repatriation concerned, they will be dealt with as indicated in paragraph 10.

8. Non-enemy Displaced Persons Whose Nationality Is Affected By Territorial Changes.

a. These persons will, in the first instance, be referred to a Liaison Officer for Repatriation of their claimed nationality if available.

b. If these persons desire to return to their districts of former residence, sovereignty over which has been transferred to an Allied government, they will be referred to the Liaison Officer of the Allied government to which sovereignty has been transferred.

c. If these persons are denied visas by such Liaison Officers for Repatriation, duplicate copies of their DP 2 cards will be forwarded to Supreme Headquarters, AEF, with a statement of particulars. They will be dealt with as indicated in paragraph 10.

d. If these persons do not desire to return to their districts of former residence, and a Liaison Officer for Repatriation of their claimed nationality is not available, they will be dealt with as in paragraph 10.

9. United Nations Displaced Persons Refusing To Return To Their Countries or Districts of Nationality or Former Residence.

a. These persons, unless they have been identified as Soviet citizens by Soviet Repatriation Representatives, will not be returned to their countries of nationality or districts or former residence unless they have committed war crimes, trial for which requires their presence there.

b. Duplicate DP2 cards of these persons will be forwarded through military channels to Supreme Headquarters, AEF with a statement of the reasons given for such refusal.

c. Supreme Headquarters will consider each case in the light of the following policies:

(1) If the reasons for refusal are substantial, the individuals will be dealt with as indicated in para 10.

(2) If the reasons are not considered substantial the individuals will be advised that military authorities can take no further responsibility for their care and maintenance. In either case, the duplicate DP2 cards will be returned to the Assembly Centers concerned with suitable endorsements

d. Supreme Headquarters will issue instructions based on the disposition of such cases to serve as a guide to Assembly Center Directors in dealing with subsequent cases.

Note: Enemy and ex-enemy displaced persons, except those assimilated to United Nations status, will be returned to their countries of nationality or former residence without regard to their personal wishes.

10. Stateless Persons, Including Persons of Enemy and Ex-enemy Origin.

a. Stateless persons may include persons who have been denationalized, whose country of nationality cannot after investigation be determined, who cannot establish their right to the nationality claimed, or who lack the protection of any government.

b. Stateless persons will be accorded the same assistance granted to United Nations displaced persons, when this is authorized by competent Military Government authorities because of their loyalty to the Allied cause. Those who are not authorized will be a responsibility of the German authorities.

c. Duplicate DP2 cards of stateless persons dealt with as United Nations displaced persons will be forwarded to Supreme Headquarters, AEF, when their status as such is determined.

d. Such stateless persons who refuse to accept provision made for their resettlement will be informed that the military authorities can accept no further responsibility for their care and maintenance.

Note: Persons should be relegated to the category of stateless persons only after the failure of every effort made to determine their nationality.

11. Enemy and Ex-Enemy Nationals Persecuted Because of Their Race, Religion or Activities in Favor of the United Nations.

a. These will be accorded the same assistance granted to United Nations displaced persons, provided that their loyalty to the Allies has been determined and this is authorized by competent Military Government authorities.

b. Non-German nationals in this category will be repatriated or disposed of in accordance with para 9.

c. German nationals in this category who do not wish to be returned to their districts of former residence will be dealt with in accordance with para 9.

12. Neutral Displaced Persons.

a. These may be accorded the same assistance granted to United Nations displaced persons. However, they will not be admitted to United Nations Assembly Centers unless authorized by competent military government authorities. Those who are not so authorized will be a responsibility of the German authorities.

b. Their presence will be notified through command channels to the consular officer of their nationality who will make the necessary arrangements for their repatriation.

13. Non-German Nationals Who Have Served or Collaborated With the Enemy.

a. Treatment prior to defeat or surrender:

Those not held as PW or civilian detainees will be treated as displaced persons according to their nationality (See AG 383-2 GAP-AGM, 2 December and 10 December 1944 concerning United Nations nationals in this category).

b. Treatment after defeat or surrender:

(1) Those who have been discharged or released by the demobilizing authorities will be dealt with as displaced persons according to their nationality.

(2) Stragglers, deserters, self-demobilized personnel and others informally discharged from enemy military or para-military organizations will be detained, their presence reported to the appropriate Allied demobilization authority, and arrangements made for their transfer to such authority.

14. Nationals of Ex-Enemy Nations at War With Germany.

Nationals of Italy, Finland, Roumania, Bulgaria and Hungary fall into four categories, and will be dealt with as follows:

a. Those captured by the Allies while fighting under Axis command or collaborating with the enemy. These are a responsibility of G-1.

b. Those captured by the enemy while fighting under Allied command, and uncovered by Allied military forces. These are a responsibility of G-1.

c. Displaced persons. These are a responsibility of DPX, and will be treated as ex-enemy displaced persons except as in para 11.

d. Military internees, i.e. members of ex-enemy armed forces, disarmed and interned by the enemy when their governments surrendered to the Allies. These, when found in organized camps, will initially be a responsibility of G-1 until their status as military internees has been determined. They will then be handed over to DPX and dealt with as ex-enemy displaced persons, except as in para 11.

15. Japanese Nationals.

All Japanese nationals will be handed over to G-1 for detention as PW or civilian internees.

1. Housing and accommodation conditions will vary immensely according to districts. Displaced persons may be housed in hotels, schools halls, cinemas, churches, disused factories or any other type of public building; they may occupy blocks of houses or apartments from which Germans have been evicted, or they may occupy workers' camps varying in size from 50 to 5,000 occupants.

2. Cramped accommodation conditions owing to war damage and the needs of the occupying troops will cause difficulties in the initial stages, but United Nations displaced persons will have priority over the German population in matters of accommodation as in all other questions.

3. In selecting a Center site the following factors should be considered:

a. *Location*: Centers should be located on communication routes and close to sources of food supply, preferably near a large town.

b. *Building Space*: Sufficient building space is necessary to provide adequate.

(1) Sleeping quarters. If single-decker bunks are used—36 sq. ft. of floor space per person. If double-decker bunks are used—30 sq. ft. of floor space per person. These are minimum figures and more space should be provided if available.

(2) *Administrative Offices.*

(3) *Warehouse and Storage Space.*

(4) *Admission Control Section.*

(5) *Dining Facilities.*

(6) *Cooking or Kitchen Facilities.*

(7) *Bathing and Latrine Facilities* (See Part II, Sec. 5).

(8) *Dispensary and Hospital* (See Part II, Sec. 5).

(9) *School and Recreational Facilities.*

(10) *Laundry.*

(11) *Prison or Detention Facilities.*

c. *Accommodation for Center Staff*: It is important that suitable accommodation is reserved for the Center Staff, which includes displaced persons with permanent jobs inside the Center.

d. *Water Supply* (See Part II, Sec. 5).

e. *Sewage and Waste Disposal* (See Part II, Sec. 5).

4. **Quality of Accommodation.**—The first two elements of good accommodation are weatherproof roofs and solid floors. The latter are particularly important from the point of view of cleanliness. Ventilation is another factor to be considered. The better the accommodation, the more satisfied will the displaced persons be, and the easier it will be to care for them.

5. Privacy, being one of the most coveted privileges of displaced persons, is an important factor in the problem of accommodation.

Canvas screening hung on wires provides the most primitive form of privacy and may serve to split up family groups in large huts.

6. The allocation of accommodation should as far as possible be left to the displaced persons themselves. The formation of a housing committee, which would be responsible for allocating and considering requests for changes of accommodation may be advisable. One or more representatives of this committee should work in the billeting office and allot accommodation by families and national groups on arrival. Among the national groups themselves it is often worth while grouping together families which come from the same towns or districts.

PUBLIC HEALTH AND MEDICAL CARE**1. General.**

The health of displaced persons is one of the most important considerations in their care. Lack of adequate public health and medical care and of adequate sanitary control and facilities may lead to serious consequences. A complete health and medical program cannot be outlined here, but the material set forth in this section should be helpful in enabling those concerned with the health of displaced persons to discharge their responsibilities more adequately.

2. Responsibility of Assembly Center Director.

The Center Director is responsible for the complete operation of the Center including the maintenance of health. The Chief of the health and medical personnel on his staff reports directly to him, and he has overall responsibility for the provision of health, medical and sanitary services to the end that communicable diseases are prevented or controlled and needed medical care is provided.

3. Responsibility of the Assembly Center Medical Officer.

Whenever possible, a full time Medical Officer will be assigned to the Center staff. When personnel is not available, one Medical Officer may work in several Centers. When there are several physician in the Center, one will be designated as the Center Medical Officer. This officer will be responsible for:

- a. Supervising all other medical and public health personnel in the Center, both as to their training and satisfactory performance of duties.
- b. Medical inspection of displaced persons entering the Center.
- c. Determination of physical capacity for work.
- d. Delousing and maintenance of louse-free conditions in the Center.
- e. Formulation, administration and operation of a medical care program including facilities for isolation of persons suffering from infectious diseases; provision of a dispensary, an infirmary, outside hospitalization of persons who cannot be cared for adequately in the Center facilities.
- f. Medical inspection of all persons departing permanently from the Center and certification of their ability to travel, including a statement of special care required while traveling.
- g. Maintenance of medical records, including completion of medical portions of displaced persons record forms, daily medical register, and records of delousings.
- h. Serving as consultant on nutrition and reviewing mess operations with regard to the adequacy of the dietaries supplied.
- i. Advising on matters of general sanitation, water supply, laundry and bathing facilities, waste disposal, messing and dish-washing facilities and methods.
- j. Preparing such periodic and special public health reports as

may be required by the Center Director and Military Government Public Health Officers.

4. Responsibility of the Chief Nurse.

a. Establishment and supervision of all nursing services under direction of the Center Medical Officer. These services should include special accommodations for feeding, bathing and other care for infants

b. Recruitment and training as required of nurses, nurses' aides and auxiliary nursing workers.

5. Responsibility of Military Government Public Health Officers.

a. In Germany, each Center or group of Centers will be in an area under the jurisdiction of the Commanding Officer of a Military Government Detachment in a Stadtkreis, Landkreis or larger political sub-division. There will be a Military Government Public Health Officer on that Detachment or on a Detachment at a higher political sub-division and military echelon. The Military Government Public Health Officer is responsible, in the area under his jurisdiction, for technical supervision of Public Health activities in the Centers and among displaced persons not in Centers.

b. Assembly Center Directors and Assembly Center Medical Officers will call on appropriate Military Government Public Health Officers for advice and assistance in carrying out their responsibilities for public health operations in Centers

6. Center Public Health Personnel:

a. Public Health personnel in Centers will normally be recruited from among the displaced persons themselves or may be provided inwhole or in part in UNRRA or other displaced persons teams.

b. German Medical personnel will not be used in Centers except in case of emergencies when no Allied Medical personnel is available.

c. Normally, 1 physician, 1 trained nurse, 2 nurses' aides and 2 medical and 2 male orderlies will be required for each Center for approximately 2,000 displaced persons. If the Center population is smaller, 1 physician may handle two or more Centers. If the Center population is greater than 2,000 or if a particular Center contains an unusually large number of persons who are ill, it may be necessary to have an expanded medical staff. If there is a constant shifting of population in the Center, it may be necessary to have full time orderlies for dusting of incoming persons.

7. Center Medical Facilities:

a. *Medical Inspection Room.* Each Center should have a room in its admission control section to be used for medical inspection of newly arriving displaced persons. Attached to this, or as part of it, should be another room or set-off space in which displaced persons who are withdrawn from the line for more complete examination may be seated until they can be more fully studied.

b. *Dusting Room.* Attached or close to the inspection room

should be a dusting room. It is preferable to have separate ones for men and women.

c. *Center Dispensary.* Each Center should have a dispensary in which ambulatory sick patients may be examined and treated at fixed, stated hours. Whenever possible, arrangements should be provided to furnish 24 hours daily emergency services.

d. *Center Hospital.* Each Center should have a small hospital for isolation of patients with communicable diseases, and for patients who require bed care but who do not have illnesses that require specialist care which must be provided in an outside hospital.

- (1) Normally, bed capacity should be a minimum of:
 - 4-6 beds for children per 1,000 displaced children.
 - 4 beds for communicable disease per 1,000 displaced children.
 - 2 beds for maternity cases per 1,000 displaced pregnant women (more will be required if many of the pregnant women are in the late months of pregnancy).
 - 4 general beds per 1,000 adults.

These figures are accepted peacetime standards for a stable population; in view of the nature of the population in Centers, i.e. the probable complete turnover at frequent intervals and increased opportunities for accidents, these standards must be considered as minimal. In case of epidemics, and of considerable serious malnutrition, additional emergency beds may be needed.

- (2) The dispensary and hospital should have minimal equipment and medical supplies to give routine medical care.

e. *Outside Hospital.* The personnel of each Center should ascertain to which outside hospital they are to evacuate patients requiring specialist care, especially for acute surgical emergencies when there are inadequate facilities and specialists in the Center.

f. *Transportation for the Sick.* Provision for transporting patients to hospitals or elsewhere by ambulance or by other vehicle should be made. In many instances, ambulances may be called from a hospital or other agency outside the Center.

8. Public Health Program.—Operating Procedures.

a. *Arrival Medical Inspection.* On arrival, all persons will be medically inspected by the Center Medical Officer before they are allowed to mingle with the other inhabitants of the Center.

- (1) The physical inspection must be complete enough to determine the general physical condition of the person inspected. Particular attention must be given to the detection of communicable disease.
- (2) A record of the results of such inspections should be entered on A.E.F. DP Registration Record (Form DP 2) in items 25, 26, 27 and 28.
- (3) When large groups of people must be inspected at irregular intervals, it may be necessary to make arrangements for obtaining the temporary services of additional medical and nursing personnel from another Center until such inspections are completed.

b. *Disinfestation.* Each person and the clothing he is wearing will be deloused prior to billeting with the general population in any Assembly Center. This disinfesting should be performed at the first Assembly Center entered. Subsequent disinfesting will be performed only as lousiness develops.

For the purpose of disinfesting, the use of insecticide powders such as: Insecticide Powder, Delousing (10 % DDT) AL 63 MK III, AL 63 MIV, and Anti-louse Powder (all contain DDT), is the preferred method. However, other methods, such as use of steam, hot air or chemicals should be utilized if powder is not available. The dusting procedure is described in Public Health Technical Instruction No. 6, 11 March 1945, and copies of this publication should be in the hands of all Center personnel concerned with delousing with DDT. Record of date and method of delousing will be made on the A.E.F. DP Registration Record Form DP 2 (Item 25). When one of the insecticide powders referred to above has been used, a brief notation of that fact will be made; also on the reverse side of the A.E.F. DP Index Card (Form DP 1). A notation of "DDT" and "date" will suffice.

Routine dusting of the extra clothing and bedding carried by displaced persons and refugees is **not** to be practised except in instances when exanthematic typhus fever occur in the Center or when the displaced persons have not been dusted previously, and have come from an area where typhus is epidemic.

c. *Medical Clearance.* Clearance of displaced persons for movement will be carried out as follows:

- (1) All persons leaving an Assembly Center will be inspected by a Center physician, within 24 hours prior to departure.
- (2) Record of the inspection will be made on the A.E.F. DP Registration Record (Form DP 2).
- (3) Medical clearance will be refused:
 - (a) Persons ill with any of the communicable diseases listed in paragraph 8d(1) below, while in the infectious stage.
 - (b) Susceptible persons who have been in intimate contact with cases of plague, cholera or smallpox while such persons are within the estimated incubation period of the disease.
 - (c) Susceptible persons who have been intimate contacts of cases of exanthematic typhus fever and have not been deloused with one of the insecticide powders referred to above, while such contacts are within the estimated incubation period of the disease.
- (4) Susceptible persons who are intimate contacts of cases of the communicable diseases listed in paragraph 8d(1) below, other than those in paragraph 8c(3) (b) above, may be given medical clearance provided the conditions of travel will permit adequate surveillance and isolation if necessary; otherwise clearances to such persons will be refused.
- (5) Susceptible persons who have been intimate contacts of cases of exanthematic typhus fever may be allowed to travel if they have been dusted and are louse free. However,

- they should travel in such a way that they may be kept under medical surveillance.
- (6) Medical clearances are official records of international importance when displaced persons cross national borders and grave responsibility rests upon the physician executing such clearance. Medical clearances will be recognized in lieu of quarantine detention and treatment at borders provided that the travel or experience of the individual subsequent to issue of clearance has not been such as to render him infected with communicable disease.
- d. *Control of Communicable Diseases.* Measures will be taken to control communicable diseases as follows:
- (1) Isolation. All persons ill with the following communicable diseases are to be isolated during the infectious period of the disease and not given Medical Clearance or permission to travel until declared non-infectious by the Center Medical Officer: Plague, smallpox, cholera, yellow fever, exanthematic typhus fever, meningococcus meningitis, diphtheria, poliomyelitis, scarlet fever, measles, mumps, typhoid fever, bacillary dysentery and infectious jaundice. Persons with other diseases, particularly dangerous or presenting special hazards, may be treated similarly. Care must be exercised to detect cases of venereal diseases in an infectious state. Such patients should be isolated to prevent them from infecting others and treated until they are rendered non-infectious. They may be allowed to travel, but care must be exercised to see that they do not infect others while traveling. Treatment should be continued during the whole period they are in Centers in the displaced persons repatriation scheme with a view to providing a "cure" if they are in Centers for a long enough time.
 - (2) Quarantine. Persons who are contacts of cases of diseases listed in paragraph 8d(1), and who remain in Centers, will be kept under surveillance during the incubation period of the disease. Normally, entire Centers will not be placed under quarantine unless there is a spreading focus of plague, cholera, smallpox or exanthematic typhus fever within the Center.
 - (3) Immunization. Routine immunization against certain diseases should be practiced as time and facilities permit, particularly in the presence of actual or threatened epidemics in the Center, adjoining community, or in other Centers or communities through which the displaced person may pass. The diseases that can be protected against satisfactorily by immunization and that should be considered are: Exanthematic typhus fever, typhoid fever, smallpox and diphtheria. It is especially important that all children under one year be immunized against smallpox and diphtheria. All Center operating personnel will be immunized against exanthematic typhus fever, with Cox type vaccine. They will also be immunized against typhoid fever and smallpox.

e. *Medical Records.* Records should be kept as stated above and as follows:

- (1) Records of persons hospitalized in civilian institutions. The Director of the hospital will be required to furnish a report on patients at the time of discharge. Such reports should be made in duplicate on the A.E.F. DP Supplementary Medical Record (Form CA/d6). The Center Medical Officer should assure the submission of such reports and maintenance of them at the Center.
- (2) A dispensary ledger in which the visits of patients are entered daily. Diagnosis and a brief outline of treatment should be shown. Records of individuals may also be kept if the Center Medical Officer so desires.
- (3) A separate Center hospital ledger showing information similar to that in the dispensary ledger.
- (4) A list of all patients sent to outside hospitals with their diagnoses and dates of admission and discharge. This may be kept in the Center hospital ledger.
- (5) A ledger showing receipts of Insecticide Powder Delousing (10 0/0 DDT), other anti-lice powders and hand dusters received, number of persons disinfected by method (dusting, steam, etc.) and date.
- (6) A separate list of births, deaths, and cases of communicable disease.
- (7) When groups of displaced persons who are ill or disabled leave Centers for movement to other Centers or home, adequate medical data should be sent with them to enable train or convoy Public Health personnel to provide adequate accommodation, isolation if required, supervision, and medical care while the people are moving.

f. *Observance of Health Laws.* Except in instances when directives state otherwise, all existing health laws and regulations in force in the area of the Center will be observed. Communicable diseases, births and deaths will be reported to the local authorities and as required by current local or national regulations.

g. *Adequacy of Food.* Mess operations will be reviewed with regard to the provision of the prescribed diets and satisfactory preparation of the food to prevent destruction and loss of vitamins. (See appendix (6) on food and nutrition.)

9. Public Health Program—Environmental Sanitation:

a. The Center Medical Officer is responsible under the Center Director for the proper supervision of all facilities and conditions involved in the provision of a safe environment.

b. *Provision of a Safe Water Supply.*

- (1) Water, adequate in quantity and safe in quality, should be provided for the needs of the people through convenient outlets. The quantity necessary per person will vary with the habits of the people and facilities for distributing and use.
- (2) The following information may be of use in planning or checking facilities to provide the quantity needed:

- (a) If water is distributed through the camp by pipe, at least 15 gallons (54 litres) per person per day.
- (b) If water cannot be piped throughout the entire camp, at least 5 gallons per person per day.
- (3) If water cannot be obtained from a chlorinated supply, water for drinking purposes, brushing teeth and washing of fruits and vegetables to be eaten raw should be treated with a chlorine solution in canvas water sterilizing bags or some other container suitable for distributing the water. High test calcium hypochlorite should be used if available. Sufficient chlorine should be added to give a residual chlorine content of 1.0 per million after a contact period of 30 minutes.
- (4) If chlorine is not available, the water to be used as listed in paragraph 9b(3) above, should be boiled before use.

c) *Waste Disposal.*

(1) *Human wastes.*

- (a) All human excretion will be disposed of in a manner to preclude the contamination or pollution of the water supply or exposure to flies, rodents, etc.
 - (b) If flush toilets are available, these should be used after making certain they empty into a suitable sewerage system or tight cesspool or pit. Such pits will have to be emptied periodically.
 - (c) If flush toilets are not used, some type of a pit latrine should be used. Military manuals of hygiene give information necessary for the construction and care of such latrines. For satisfactory use these latrines must be kept clean and fly-tight at all times. Because of continental habits, a squat-type latrine may be found most satisfactory. Due to difficulty in policing, can latrines should not be resorted to unless a pit latrine cannot be used. Urinals should be provided in latrine areas for males.
 - (d) Minimum allowance of latrine facilities follow:
 - 1 *Seats* One per 20 persons: more if there is a large percentage of women and children.
 - 2 *Urinals.* One urinal or 2 feet of urinal space per 25 males.
 - 3 *Location.* These should be located in areas such that the entire camp area is served. Where new facilities are constructed, they should be placed at least 100 yards from mess-halls and 100 feet from any source of water.
 - (e) Care and maintenance is essential. A detail of people must be assigned to keep latrine areas clean at all times. Any evidence of defecation or urination in other than the facilities provided should be investigated energetically and its repetition prevented.
- (2) *Ablution water and other liquid wastes.*
- (a) All wash water from bath houses, wash rooms, kitchens, laundries, etc., must be conducted to a sewerage system

if one is available and the capacity of the system is great enough to handle such wastes.

- (b) If a sewerage system is not available these wastes should be disposed of through an adequate cesspool, soakage pit and drainage field or some other method that will prevent the pooling and ponding of the liquids on the ground surface.

(3) *Garbage and trash.*

- (a) Trash and rubbish will be collected and disposed of in such a manner as to prevent creation of fire hazards, rat breeding areas or other nuisances. Containers for collecting of trash and rubbish should be provided in convenient locations in the Center.
- (b) Garbage will be collected and stored in watertight, covered containers. These cans should be emptied at least daily. When garbage is not collected by a municipal or other agent, it should be buried in such a way as to prevent fly or rat breeding. Containers must be kept in good repair.

d. *Messing.*

- (1) The kitchen will be adequately equipped and constructed in such a manner as to permit easy cleaning.
- (2) A dining room will be provided. Eating of meals in billets should be avoided.
- (3) Adequate dish washing facilities will be provided. These should consist of means whereby the dishes and other utensils are washed in warm soapy water and treated by a boiling water rinse. Where boiling water cannot be provided, a final chlorine rinse should be provided. Such arrangements would be covered by:
- (a) A container of warm soapy water for washing.
- (b) A clear-water rinse, preferably hot water.
- (c) A final chlorine rinse, using a chlorine concentration of 200 parts per million.
- (4) The storage, distribution, preparation and serving of food should be done in such a way as to avoid contamination of the food or serving of decomposed food. Food-handlers should be observed for possible infection with diseases that might be transmitted through the foot.
- (5) Constant supervision and inspection must be assured to maintain the conditions outlined above.

e. *Washing, Bathing and laundry facilities.*

- (1) Washing facilities should be provided on the basis of 6 wash bowls or the equivalent per 100 people.
- (2) Showers are much to be preferred for bathing. These should be provided on the basis of 8 shower heads or tubs per 1,000 people. If facilities cannot be provided in the Center, efforts should be made to obtain the use of municipal or other baths.
- (3) Some provision of tubs or basins should be provided for laundering of clothes.
- (4) Hot water should be provided, if possible, for washing, bathing and laundering.

f. *Animals.* Pets will not be permitted in Centers. Draught animals, sheep, hogs, etc., may be maintained provided they are stabled or kept in areas separate from the Center living areas. Stables or barns must be cleaned daily and manure disposed of in such a way as to prevent fly-breeding.

g. *Insect, Rodent, and Vermin Control.* All mess halls, kitchens, dispensaries and sickbays will be screened when possible. Measures will be taken to protect food stuffs from insect or rodent contamination. Efforts should be made to control and eradicate houseflies, mosquitoes, fleas, bedbugs, rats and mice in Center areas and buildings. If malaria should be a present danger, efforts should be made to provide mosquito nets to Center personnel.

h. *Sanitary Inspections.* Sanitary inspections of kitchens, mess halls, food dump, dormitories, latrines and other facilities important in environmental sanitation will be made daily by a qualified person under the direct supervision of the Center Medical Officer and energetic measures taken for the correction of unsuitable conditions found.

i. *Consultation.* Public Health Officers on the Staffs and on Military Government Detachments are available for consultation on public health problems.

1. Responsibility.

The responsibility for ensuring the provision of food and other essentials for Assembly Centers is that of the Military Government detachment commander responsible for the area in which the center is located. He will ensure that the maximum use is made of indigenous resources, and that imported supplies will not be furnished except to the extent that it is impossible to obtain adequate supplies from German sources. Where available indigenous supplies are insufficient to meet the needs of both United Nations displaced persons and the German population, United Nations displaced persons will be given first priority.

2. Method of Demand and Supply.

a. Officers in charge of Assembly Centers will submit their demands for food and other essentials to the appropriate Military Government detachment commander in the manner directed by him.

b. The Military Government detachment commander will instruct the German authorities to make the necessary provision in the manner prescribed by formation commanders, and arrange for delivery to the center concerned.

3. Use of Imported Supplies.

a. Where insufficient supplies are available from German sources the deficiency will be made up as far as is practicable from the limited number of items being imported for civil affairs purposes. The Military Government detachment commander will arrange for the provision and delivery to the assembly center of such items.

b. So far as the center is concerned these imported items are in the main:

- (1) Food
- (2) Clothing
- (3) Blankets
- (4) Soap
- (5) Medical and Sanitation Supplies
- (6) Emergency Feeding Equipment
- (7) POL and Fuel

c. These supplies will be handled and stored by the normal Army Supply and Transportation Services or CA depots and will be requisitioned on the normal form used for obtaining supplies from CA depots of the Army service concerned, according to the instructions received from the Military Government detachment commander.

4. Food.**a. General Policy.**

Military commanders have the responsibility of providing adequate food for United Nations DPs. They will take such steps and institute

such measures as may be necessary to obtain the maximum food from German sources. If sufficient food is not available, Military Government supplies may be used; if these are exhausted, regular Army stocks may be requisitioned.

b. Ration Scales.

Military commanders will be responsible for establishing such ration scales as may be necessary to put into effect the general policy in (a) above. Ration scales should be fixed at 2,000 calories per person per day. Laborers, pregnant women, and other special groups may require additional food (See Appendix 3 and Appendix 6).

c. Responsibility.

(1) It is the responsibility of the Military Government detachment or other military echelon responsible for the operation of an Assembly Center to arrange for adequate food stocks to be delivered to the Assembly Center and to maintain a sufficient food reserve to be able to handle any emergency situation.

(2) It is the responsibility of the Assembly Center Director to arrange for the equitable distribution of food within the Center and for its handling, storage, preparation, etc. Assembly Center Directors will requisition indent for their supplies in advance in the manner prescribed by the officer commanding the Military Government detachment.

d. Nationality Variations.

It should be remembered that national tastes are a most important factor if the best use is to be made of the food provided to Assembly Centers. Tastes differ widely between nations and even good quality food of high nutritional value and well cooked will not be acceptable to, or be of the greatest benefit to, those whose palates it does not suit. National groups should be consulted about the food items most suited to their tastes and the methods of cooking and serving which they prefer. Where nationalities are mixed it is desirable to select cooks from each national group.

e. Emergency Reserve.

Center Directors will be well advised to maintain a reserve supply of a week's hard rations to act as a buffer in case of emergencies.

f. Nutritional Factors.

The Advice of Public Health Officers should be sought on nutritional factors. Particular attention should be paid to see that an adequate quantity of vitamin C is provided in the form of leafy green and yellow vegetables and roots (at least 4 oz.—150 grams—per person per day). If these are unobtainable, substitutes (such as synthetic fruit powders) may be requisitioned from military stocks.

5. Enemy and ex-enemy displaced persons.

Enemy and ex-enemy displaced persons will be fed from the same sources, and on the same scales, as German civilians.

Introduction.

The wide range of services for which a Welfare Officer may be responsible may make it impossible for him to give personal attention to all of them. It may therefore be advisable that the Welfare Officer reserve for his personal attention only those services—such as personal counselling and certain aspects of child care—requiring the special skills he may possess. To assure adequate welfare services in other fields, it may be necessary to enlist personnel from the displaced persons themselves and Allied Liaison Officers.

Information Service.

1. An Information Service is essential both to the administration of the Assembly Center and to its population. It will facilitate the rapid dissemination of directions, instructions and reliable information and it will assist in gaining the confidence of the residents of the Center. It is an essential welfare service because it will refer people to the proper source for the help they require.

2. In each Assembly Center certain general announcements may be necessary. Arrangements should be made for such matter to be transmitted to the Center residents by means of bulletin boards, posters, loud speakers, and general assemblies of the Center population.

3. To answer the questions of displaced persons, Information Bureaux should be established at Assembly Centers if in any locality where the number of displaced persons warrants the establishment of one.

a. Information Bureaux should be located so as to be readily accessible and should be well marked with suitable signs so as to be easily recognized. Posters giving the location of Information Bureaux should be placed in appropriate centers.

b. It will be the responsibility of Assembly Centers Directors and of Welfare Officers to obtain from appropriate sources up-to-date information.

4. Types of Information to be Provided at Assembly Centers:

Displaced Persons in Assembly Centers will be eager for information such as:

- (1) How long they are likely to remain in the Center;
- (2) Recent news of their home countries and communities;
- (3) The process by which they may secure the documents necessary for repatriation;
- (4) The probable length of time before they can be repatriated;
- (5) Arrangements for housing, feeding, child care, and other arrangements for living in the Center;
- (6) Opportunities for work within or near the Center;
- (7) Methods of communicating with relatives or friends; and
- (8) Arrangements for transportation, food and other necessities for the journey to Reception Points in their home countries.

Personal Counselling and Service.

1. Many displaced persons will be found to be suffering from mental disorders, anxiety, worry over lost relatives, and financial troubles which are typical of a host of problems which can arise to plague Center Directors or others involved in the care and repatriation process.

2. To handle these problems, skilled counselling services should be available at Assembly Centers and other areas where displaced persons concentrate so that the displaced persons may be given the opportunity to discuss their problems with someone who may aid them in working out the solution. The objective of personal counselling from the point of view of Military Government is to minimise the hindrances to orderly repatriation which may be encountered if these personal problems are ignored. In many cases problems which appear troublesome and important to the displaced person can be solved if only he is given the opportunity to discuss them.

3. Counselling services should be distinguished from Information Services. These latter are more or less routine, will be used by practically all the displaced persons, and may be operated by relatively untrained persons. Counselling services, on the other hand, will be required only by a few displaced persons and should be rendered only by trained or experienced persons. Such persons should be of the same nationality, if possible, as the displaced persons.

4. Successful counselling requires (a) skill and experience in personal counselling, (b) an understanding of the varying backgrounds and circumstances of displaced persons and (c) patience and understanding. Counselling should aim to help the individual to gain the fullest understanding of his own personal situation in relation to repatriation, and the reasons underlying official plans and particular procedures. There will undoubtedly be cases of psychological disturbance too acute to respond to the methods suggested above. Where they are a source of disturbance to other people, cases of this kind may be referred to the Welfare Officer. Counsellors should be warned against inexpert attempts at diagnosis, since symptoms may manifest themselves in contradictory ways (e. g. in over-aggressive behaviour, or in pronounced inertia and indifference), or may be successfully concealed except at some critical juncture.

Children's Services.

1. Children in Assembly Centers will fall into two groups:

- a. Those who are accompanied by their own parents, or legal guardians.
- b. Those who are unaccompanied, and those in charge of adults having no legal responsibility for them.

2. Accompanied Children.

Where children are with families, every effort must be made to keep the family together. If children are temporarily lost or separated, Information Bureaux, Registration records and other means should be employed to reunite the family as rapidly as possible. Special care must be taken in registering such children.

3. Unaccompanied Children.

a. These children may be lost or separated from their families, abandoned or orphaned. Some may be without identification either because of accident or because of a deliberate act on the part of their parents to protect the child, or because of an act of the enemy.

b. The number of unaccompanied children of Allied nationality in enemy territory is not known. From information available the following groups of such children are likely to be found:

(1) Children who originally were deported in labor groups with their parents or who were born in enemy territory, but have since become orphans or completely separated from parents.

(2) Children who were deported from Allied countries and have been reared as enemy children. These children (estimates run into tens of thousands) will present special difficulties. It may be in the best interests of these children to leave them where they are until their ultimate disposal has been determined. In any case their presence should be reported to the Allied Liaison Officer concerned for decision by his government.

(3) Children of unions between enemy nationals and United Nations nationals who were deported into enemy territory, or between nationals of different United Nations.

(4) Children who have been in hiding in Germany because their parents were looked on with disfavor by enemy authorities for reasons of race, religion, or political affiliation. Many of these children have been cared for by sympathetic people who may, upon collapse, bring them to the nearest Assembly Center.

(5) Children of the United Nations who have been deported as laborers. As these children will be in the older age groups, it should be possible to treat most of them in the same way as adult displaced persons. A few may present special problems requiring the particular attention of Welfare Officers.

c. Military authorities or civilian agencies working under their direction will have a major responsibility for unaccompanied children. Responsibility for unaccompanied children of known nationality will, of course, be transferred to their respective national governments as soon as circumstances permit.

4. Types of Service.

The care and repatriation of children, whether accompanied or unaccompanied, will involve collection; registration; appropriate shelter accommodation; special feeding arrangements; day-time activities; movement, and repatriation. In the case of unaccompanied children, the primary objective is to reunite them with the families at the earliest possible moment.

a. Collection.

Where a child is cared for adequately in an enemy home and where such adequate care can be continued, it should not be removed until the Allied Liaison Officer concerned makes plans for its disposition. However, under no circumstances should children be permanently placed nor should any plans for adoption be consummated.

Under all circumstances, the best interests of the child must be the determining factor.

b. Registration.

(1) General. Because of the great importance of preserving all information that may help to identify, or otherwise help properly to provide for children, free use should be made of space 24 of the D. P. 2 card for the recording of any useful information.

(2) Accompanied Children. In registering children accompanied by relatives, great care must be exercised to make sure that they are properly identified so that they may continue to benefit from the protection of their relatives. In registering children accompanied by persons other than their own families, the safeguards suggested below for registration of unaccompanied children should be followed to ensure protection of the child.

(3) Unaccompanied Children.

(a) The standard procedures for registration of displaced person will have to be supplemented in the case of unaccompanied children. If possible, persons who are experienced in caring for children and who understand how to deal with them should be given responsibility for their registration. The identity of some children may be unknown; some children may conceal their identity. Younger children may not be able to supply the information required. Indirect methods rather than direct questioning of the child will often be the most effective way of obtaining data. Every effort must be made to secure needed data from the family with which the child has been staying and from local authorities as well as from the child himself, so that the Registration Record may be filled out completely.

(b) Every child unaccompanied by his own family or by an adult with legal responsibility should be registered as an unaccompanied child. In filling out the D.P. 2 Card for each unaccompanied child, the word "unaccompanied" should be inserted in the upper left hand corner of the card. If the child is also unidentified, the words "unaccompanied-unidentified" should be inserted. If the child's name is unknown or if he has been given a name by someone other than his own family, the words "real name unknown" should be inserted, under Item I on the Registration Record, after the name by which he is called.

(c) Particular attention should be given to Items 2, 5, 6, 10, 11, 24. In space 24 should be listed names and addresses of brothers, sisters and other relatives, data on residence in enemy country including names and addresses of persons with whom child has stayed, etc. It is suggested that, where necessary, additional sheets be attached to registration cards to show sources of information entered on the card.

(d) In the Center files the original D.P. 2 cards or unaccompanied children should either be specially marked or filed in a special section. The marked cards (or special file) should be indexed alphabetically according to family name. Such a file will facilitate the clearance of inquiries received regarding unaccompanied children and will expedite the tracing of relatives.

(e) Every unaccompanied child should be tagged with his identification disc immediately after registration. Photographs should be made of each unaccompanied child if possible. The photograph should be attached to the registration record.

c. *Shelter and Care.*

(1) *Accompanied Children.* Where children are with their families or persons familiar to them, every effort should be made to keep the family together. The ordinary care of children is the responsibility of the family or accompanying adult. In living quarters where the children are housed, attention must be given to sleeping arrangements, lavatory facilities, etc., suited to their particular needs and safety.

(2) *Unaccompanied Children.* Unaccompanied children should not be placed with unrelated family groups or single adults in Assembly Centers except as a last resort or as a strictly temporary expedient until other arrangements are made.

(a) Wherever possible unaccompanied children should be segregated by nationality and, if possible, housed apart from adults in some local institution or home which may be requisitioned. Persons in charge should be of the same nationality as the children and experienced in handling groups of children. Some of the displaced persons themselves may have the necessary qualifications.

(b) Except in emergencies, unaccompanied children of Allied nationality should not be billeted or placed in enemy households, nor should they be placed in the care of local agencies or institutions where this involves any direct contact with enemy personnel. Suitable local facilities may, however, be requisitioned.

(c) Where the number of unaccompanied children in an Assembly Center is small, it may be advisable to transfer them to some other center where there are sufficient numbers to permit provision of appropriate care and services.

(d) If food is served in common dining rooms, special feeding arrangements may be needed for the preparation and serving of food for children up to about five years of age.

d. *Day-time activities.*

Day-time activities for small numbers of children can be undertaken on a simple basis with supervision given by mothers and some older girls and boys.

e. *Movement of Children.*

(1) Movement of children should be planned carefully. Every child under 16 years should be in the charge of an authorized adult escort. For children of mixed age groups over 12, one adult should accompany the party for every fifteen children; for mixed age groups under 12, one adult for every party of ten children. Mixed age groups are preferable as older children may assist with the care of younger ones. It is difficult to move large numbers of children under five together.

(2) Identification discs, tags or cards should be fastened to young children who, if they were lost, could not be readily identified.

(3) Those in charge of children should have full details of the movement and should be instructed carefully as to their duties. They should not leave the children until they have turned them over to those responsible officials to whom they were instructed to deliver them. Special problems of feeding and care enroute should be carefully considered and planned. For large parties, medical and nursing personnel should accompany the group if possible.

f. *Special Groups of Children.*

Children mentally or physically handicapped, those suffering from debilitation, emotional disturbances or shock and those who present behaviour difficulties, may require special care and services.

g. *Feeding Infants and Children from Army Rations.*

While every possible attempt should be made to take care of the special foods needs of children, C and K type U.S. Army rations (or their equivalent in British Army rations) may be used in emergencies (see Appendix 3 for details).

Special Services for United Nations Women.

1. *Older Girls and Women.* The girls and women coming to Assembly Centers will include many who had been forcibly separated from their families and driven into forced labour in Germany. Many of these women and girls will need special opportunities and encouragement to regain a sense of self-respect and social dignity. Every effort should therefore be made to create in the Centers an environment that will respect the personal dignity of women who have been subjected to degrading experiences and to protect them from being stigmatised. Special arrangements and services needed by women and girls include as much privacy and personal consideration as possible during the process of cleaning and medical examination; housing accommodation allowing for the maximum of privacy and affording opportunities to improve the appearance of their living quarters; personal counselling service for those who have had particularly painful experiences or who need assistance in planning for their return home; suitable occupational activities and social activities affording an opportunity of engaging in constructive work and of participating in the operation of the Assembly Center; special protective measures for girls and young women whose situation might otherwise be exploited.

2. *Expectant and Nursing Mothers.* Where expectant and nursing mothers are, received in Assembly Centers, they may require special diets or supplementary food, special housing arrangements and clothing in addition to medical services and perhaps special arrangements for care of children during confinement.

Services for Aged, or Handicapped Persons.

1. The aged, handicapped persons and other special groups will require special housing arrangements, special diets, and other services. It may be necessary to house some of these persons in hostels rather than in large communal centers. Their movement may also require special planning.

2. Attendants should be prepared for the possibility of having to remove from trains and convoys those who become ill in transit. Plans should also be made in advance for general welfare services to be available to them both enroute, at points of transfer, and upon arrival at destinations.

Recreational activities.

1. The smooth working of Assembly Centers will depend in large measure upon a program which will keep the displaced persons busy and help them to occupy their time constructively. Satisfactory occupation of leisure time will help to sustain morale, prevent grievances from assuming undue proportions, and considerably ease the task of the Center Director.

2. Most displaced persons will not remain long enough to warrant the formal organization of recreational activities. However, there may be instances where displaced persons may remain for a considerable period and leisure time activities should be made available. This is particularly important for children and youths. Personnel for these activities can often be secured from among the displaced persons themselves. Current plans provide that at least a minimum of recreational supplies and equipment shall be furnished to UNRRA teams. National Governments have also been requested to provide recreational and leisure-time supplies and equipment. Such supplies as may be available in Germany can be requisitioned. German cinemas may be requisitioned and films may be obtained through military cinema services. The greatest possible variety of projects should be sought in order to meet the interests of different groups.

3. Displaced persons will be hungry for news and knowledge about their homeland. News services, reading rooms, talks by Nationals Liaison Officers, radio facilities—these and similar devices can serve to impart information and aid morale. The types of activities that can be organized are numerous but the particular program must, of course, depend on the local situation. News broadcasts for United Nations displaced persons in Germany are being planned.

Religious Ministrations.

1. Displaced persons in Assembly Centers should be permitted and assisted to conduct such religious services as they desire.

2. Ministers and others able to conduct religious services may be available from among the displaced persons themselves, from national agencies and from international religious bodies which are desirous of sending ministers to the larger Assembly Centers. Army chaplains may be able to aid where available.

3. The services of local religious leaders in Germany should not be utilized except with the consent of military authorities, whose approval must be obtained through the Director of the Assembly Center concerned.

Communications.

1. *Postal Facilities.* Civilian postal communications will be reopened as quickly as military considerations permit and, when re-established,

may be used by displaced persons in Germany to communicate with friends or relatives in other countries, subject to normal censorship.

2. *Use of Field Post Cards.* To provide an immediate and effective means of communications by *displaced persons in Germany* with their homes, relatives and friends, the Allied Authorities have instituted a system of Field Post Cards (see AG 383.7-1 GE-AGM of 3 December 1944). There will be available in Assembly Centers cards printed in Dutch, English and French and other languages.

3. *International Red Cross "Enquiry Registration" Cards.* After the first several weeks in the post-collapse period, displaced persons who do not have a known address in their home country and who wish to locate some relative will be encouraged to use the I.R.C.P. 10027 "Enquiry Registration" forms. These forms will be routed through a "National Tracing Bureau" and the enquiries that cannot be satisfied in a National Tracing Bureau will be sent to Geneva. The purpose of these forms is not communication as such but merely to locate a missing person. These enquiry registration cards will be used only for those persons who expect to stay in a given center for at least two months or more.

Provisions of Welfare Items.

1. Until such time as pocket money becomes available for displaced persons basic welfare items such as cigarettes, razor blades, toilet and shaving soap and other toilet necessities should be requisitioned from the German authorities and issued free of charge to United Nations displaced persons on a scale not exceeding current PX or EFT Allied PW ration scales.

2. When pocket money becomes available canteens should be established in all Assembly Centers where United Nations displaced persons can purchase such articles.

3. If supplies from local German sources are insufficient they may be obtained through U.N.R.R.A. channels.

Personal Documents.

1. Displaced persons should be given aid in securing papers and documents which may be important in connection with births, deaths, marriages, claims against employers, claims for social insurance benefits, personal property, and related matters.

a. *Deaths.* Administrative responsibility for displaced persons who die at an Assembly Center rests with the Center Director (see CA/d5 and CA/d19).

b. *Marriages.* If displaced persons in Assembly Centers get married they should see that the marriage is recorded according to local law and that certificates are issued to the individuals concerned. If the man and woman intending marriage are of different nationalities, it should be made clear to them beforehand that the mere fact of marriage will not automatically entitle the wife to be admitted to the husband's home country or vice versa (see Part II Sec 3 para 6).

c. *Births.*

- (1) Births, like deaths, should be recorded at the office of the office of the local civilian registrar of vital statistics. This is a responsibility of the Center Director.
- (2) Births should be recorded also on the Assembly Center Registration Record Card which some National authorities might want to recognize as a legal document. In other words, this card might be used as a temporary birth certificate until the child's arrival in the country of destination. Where possible, a copy of the birth certificate filed with local authorities should be given to the parent. A note should be made in the "Remarks" space of the Registration Record Card, stating that "This card does not in itself constitute a valid certificate of birth."
- (3) In space 24 of D.P. 2 the following information should be entered:
 - (a) Parents' address;
 - (b) Parents' occupation;
 - (c) Parents' registration numbers; and
 - (d) Hour of birth of child.
- (4) The Medical Clearance Certificate should bear the signature of the medical officer, nurse or midwife who attended the birth.
- (5) The Registration Record Card for a child born in a Center should be prepared in triplicate, the original copy to be given to the parents of the child. The remaining copies should be handled the same as for other displaced persons.

Conclusion

There are many welfare problems of Center administration not covered in this chapter. It should be emphasized that the only hope for preventing or alleviating human suffering in many cases will be the imagination of Assembly Center officers and their ability to improvise on the spot. Regardless of how all policies may be defined in advance or how carefully plans may be laid, the determining factor in any welfare or repatriation program is the way the responsible administrative officer perform. If these officers have a clear understanding of the problems and are imaginative in finding solutions for these problems their tasks will be made easier and the displaced persons will be materially aided in the process of their care and repatriation.

Procedure at Assembly Centers for United Nations Displaced Persons.

a. Verification of Nationality.

As described in Part I, Section 5, it is the responsibility of the Allied Liaison Officer for Repatriation to verify the nationality claimed by a displaced persons. For this purpose he will check over the DP2 card, completed by the Registrar.

These processes of Registration and Verification provide an elementary security control. The Registrar will report to the Allied Liaison Officer any inconsistencies in the displaced person's statements. The Allied Liaison Officer will make any further investigation that may be necessary and practicable, such as interviewing the displaced person himself, and will report the case to the Center Director if he has doubts about the bona fides of a displaced person.

b. Disposal of Dangerous Suspects.

The following categories will be reported at once by the Center Director to the appropriate Military Headquarters:

(1) Those found to be enemy and ex-enemy nationals attempting to conceal their nationality. The military commander will make arrangements for their removal to Detention Camps and for the safeguarding of any documentary evidence. They should be charged and tried by Military Government Courts for making a false statement in a matter of official concern in violation of Section 33 of the Crimes Ordinance (Mil. Gov. Ordinance No. 1) and for any other offense which further investigation may disclose.

(2) Other displaced persons suspected on strong prima-facie evidence of active collaboration with the enemy or anti-Allied activities. The Military Commander will arrange either to remove them from the Center or to have them detained and guarded until they can be handed over to the appropriate national authorities, who will be responsible for the method of repatriation and for necessary security measures.

c. Disposal of Minor Suspects.

If a displaced person is suspected or accused of collaboration with the enemy, but the evidence against him is not conclusive, the Allied Liaison Officer will place the letter "S" in the top right hand corner of the D.P.2 card and after his name on the travel group leader's nominal roll. He will also enter brief particulars of the case in space 24 of the D.P.2 card. The displaced person will then be evacuated in the normal manner to a Reception Center in his own country.

d. Doubtful Cases.

Center Directors may request the assistance of Counter-Intelligence Personnel (including any who may be made available from the Allied Security Services) to advise in difficult cases. They should, however, avoid burdening Military Commanders with cases of minor importance.

e. Special Cases.

U.S., British and British Dominions (including British Indian) na-

tionals, neutrals and stateless persons, will be dealt with in accordance with Supreme Hqrs, AEF instructions. (See SHAEF GBI/CI/CS/383. 7-1 "Handling of Displaced Persons—British and U.S. citizens" of 27 April, 1945, and AG 383.6-1 GBI-AGM "Suspect British Indian Nationals" of 28 April, 1945).

2. Procedure at Assembly Centers for Enemy and Ex-enemy Displaced Persons (other than those persecuted).

a. Wherever possible this category of displaced persons will be billeted on the German population. Where necessary, military commanders will require the German authorities to organize assembly centers, for them, which may be established as detention camps.

b. Military Commanders will supervise German authorities in the registration of these persons.

c. Security screening will be the responsibility of military commanders and will be carried out by Counter-Intelligence personnel in conjunction with Public Safety officers. War Criminals and those on the Counter-Intelligence Wanted List will be removed to detention camps.

3. Frontier Control.

Displaced persons arriving at frontiers or frontier prohibited zones without proper documentation will be sent back to the nearest Assembly Center for processing after examination by Counter-Intelligence personnel

DISCIPLINE AND PUBLIC SAFETY**1. General Principle:**

The guiding principle in all matters relating to the maintenance of law and order and the administration of discipline among United Nations Displaced Persons is that the maximum use shall be made for such purpose of Allied Liaison Officers and other governmental representatives of the nationality of the displaced persons concerned. Whenever satisfactory arrangements have been or can be made for the imposition of adequate punishment by authorities of the displaced person's nationality, this method will be used in preference to all others.

2. Center Regulations:

The early issue of clear and concise Center Regulations is most important for administrative and disciplinary purposes. They should be issued in English (and, in French areas, in French) as the official language, with necessary translations, over the name of the Center Director and posted where they can be seen readily by all center residents. The following points should be included:

(a) *Responsibilities of Displaced Persons.* The responsibilities of each individual for keeping his quarters clean and carrying out any other functions, and for safeguarding and returning any center equipment issued to him.

(b) *Law Applicable.* The applicability of all provision of Military Government enactments and of German criminal law to Displaced Persons.

(c) *Prohibitions.* Prohibitions of theft, wilful damage or destruction, sale or barter of goods issued and any other undesirable activities to which it is thought desirable to draw particular attention.

(d) *Miscellaneous.* Any other local restrictions or regulations considered necessary.

3. Center Police Force.

As soon as possible a police force should be instituted on a paid basis, selected from among the displaced persons on the recommendation of Allied Liaison Officers and National Group Leaders. The local Public Safety Officer should also be consulted. Its duties would include:

(a) Maintenance of Center Regulations and law and order within the center.

(b) Establishment of a fire defense system, including the publication and enforcement of Fire Orders and the organization of fire squads.

(c) Supervision of air raid precautions, where necessary.

4. Detention.

(a) Arrangements should be made with the appropriate Military Government detachment to establish a prison within the Center itself under the administration of the Center police force.

(b) When this is not possible the local Public Safety Officer should be consulted as to the use of prison facilities in the neighborhood.

5. Punishment by Fine or Imprisonment.

(a) *United Nations Displaced Persons (other than Soviet Citizens)*

(i) In the case of offenses by United Nations Displaced Persons (other than Soviet), whether within or outside of Assembly Centers, for which unishment by fine or imprisonment is considered desirable, the offense may be tried and unished by an appropriate Military Government Court (normally a Summary Military Court) except that if there are available governmental representatives of the nationality of the displaced person concerned, authorized and empowered by such government, the offender should be turned over to such representatives for disposition. The military commander responsible for the detention and disposition of such offender will be responsible for ensuring that the action taken by such national authorities is appropriate and consistent with the policies of the Supreme Commander. In the event of trial by Military Government Court, an officer of the nationality of the offender should be designated as a member of the court, if any suitable and qualified for such a position are available. Officers appointed as members of a Military Government Court must be members of the Allied Forces. In the absence of a suitable and qualified officer, a government representative of the nationality of the offender should be designated, if practicable, as adviser to such court. As a general rule a displaced person will only be considered as having a particular nationality if he has been granted a repatriation visa by the appropriate Allied Liaison Officer or if the latter agrees that he should be so considered.

(ii) In Assembly Centers and other areas where United Nations Displaced Persons are segregated (and they should be so segregated as repidly as practicable in order to facilitate the maintenance of order and discipline among such persons), it is possible that there will be no officer available who isconsidered suitable for appointment as a Summary Military Court with full jurisdiction. In such situations, commanders having authority to appoint Summary Military Courts may confer upon Assembly Center Directors, Allied Liaison Officers or others, provided they are officers of the Allied Forces, power to act as a Summary Military Court with limited jurisdiction. For example, the instrument of appointment would specify that the jurisdiction of such court was limited to imposition of a maximum puishment of, say, 28 days of detention or a fine of RM 100, or such other maxim within the jurisdiction of a Summary Military Court as the commander deems desirable. Persons convicted by such a court of limited jurisdiction would have the same rights of petition for review and otherwise as in courts of full jurisdiction. The records, fines, confiscated property, etc. should be transmitted periodically by such limited jurisdiction courts to the nearest Summary Military Court with full jurisdiction, and all cases requiring punishment beyond the maxim fixed for such limited jurisdiction should be likewise so referred.

(b) *United Nations Ex-Prisoners of War (other than Soviet Citizens).*

Any person within this category, (if formerly a member of his national forces captured by the enemy and later employed by the enemy as forced labor) who remains subject to discipline by the service courts or authorities of the military service of which he is a member is not subject to the jurisdiction of Military Government Courts. In the event of offenses by such persons which cannot be adequately dealt with by their respective national authorities, such cases shall be referred through PWX channels, if possible, to the Headquarters which can complete arrangements for the necessary action.

(c) *Liberated Soviet Citizens:* In British areas of control, irrespective of where the offense is committed, offenders who are liberated Soviet Citizens will be turned over to the nearest Soviet Camp Leader for action or, in his discretion, for reference to higher Soviet authorities. They will not be tried by Military Government Courts without explicit authority from 21 Army Group Headquarters, although they may be detained until such time as they can be handed over to such Soviet Camp Leader. In other areas, the principles set out in paragraph 5 (a) above will be applicable, except that in US commands:

(i) With respect to offenses committed against Soviet citizens or Soviet internal administration and discipline of camps and centers (for which the Soviet authorities are responsible under the US/USSR agreements), disposition of such cases is entirely a matter for the Soviet Camp Leader or other Soviet authorities, subject to the power of suspension and action vested in the US Camp commandant under ETOUSA letter of 8 April 1945, AG 383.6 Op GA, subject: Liberated Citizens of the Soviet Union;

(ii) No liberated Soviet citizen will be tried by a Military Government Court of which a Soviet officer is not a member without explicit authorization by the responsible Army Group Headquarters except in accordance with arrangements agreed upon with the Soviet Representative responsible for the area in which the offense was committed; and

(iii) In certain cases involving offenses against the United States or its nationals, jurisdiction may be exercised by a US court-martial when authorized by higher authority.

6. Discipline by Administrative Action.

(a) In Assembly Centers (other than those in which the Soviet authorities have taken over the internal administration and discipline), the maximum use should be made of Allied Liaison Officers and of national group leaders in proserving discipline by measures short of fine or imprisonment, in investigating petty offenses which concern their own nationals, and in making representations regarding suitable punishments.

(b) In addition to imposition of discipline through courts, Assembly Center Directors and, upon authorization by them, Allied Liaison Officers, national group leaders or others at such Centers (even though they are not officers of the Allied Forces) may, impose admi-

nistrative discipline in accordance with such rules, regulations, orders or other procedures as may be deemed appropriate.

(c) By administrative discipline is meant restrictions on movement and other privileges, assignment of extra work and other duties, modifications of rations, and similar measures short of fine and imprisonment. Punishment by fine or imprisonment may be imposed only by a Military Government Court or, when duly authorized by his national authorities, by an Allied Liaison Officer or other national representative acting under authority from his Government, and then only with respect to the nationals of that Government.

7. Enemy and Ex-Enemy Nationals.

(a) Enemy and ex-enemy nationals are subject to the jurisdiction of both German and Military Government Courts.

(b) Once the German courts are functioning, enemy and ex-enemy nationals will normally be tried in such courts and by Military Government Courts only in cases where offenses against the United Nations or their nationals or against Military Government enactments are involved.

(c) Cases of breaches of internal discipline in centers under German administration will be dealt with by the German authorities, but military commanders responsible will ensure that action is taken appropriate to the objectives and policies of the Supreme Commander.

Part II

PROPERTY RIGHTS AND CLAIMS**1. Responsibilities.**

a. Military commanders are responsible for assisting, so far as practicable, in the protection of the property, property rights and claims of displaced persons.

b. Allied Liaison Officers should be requested to assist Assembly Center directors in advising displaced persons with respect to various matters such as settlement of claims for wages and compensation due, and to assist in protecting and disposing of property belonging to their nationals.

2. Types of Claims.

The claims which displaced persons may assert will generally be one of the following types:

a. Claims against the German Government or German authorities for property taken or compensation due.

b. Claims against the Allied forces for property taken or compensation due.

c. Claims against other displaced persons.

d. Claims against German citizens.

3. Claims against the German Government or German authorities for Property Taken or Compensation Due.—Displaced persons should be advised that every effort should be made to settle claims against the German Government or German authorities prior to repatriation. If this is not possible, arrangements should be made if practicable so that German authorities make available to the displaced person such documentary evidence as he may need to make a later claim through his own Government.

4. Claims against the Allied Forces for Property Taken or Destroyed or Compensation Due.—Where claims against Allied forces cannot be settled prior to repatriation, the displaced persons should be referred to the nearest Claims and Hirings Officer (Br or U.S. Claims Commission or Officer. If no such officer is available, arrangements should be made if feasible for the appropriate military officials to give receipts and necessary documentary evidence from which the displaced person may later press his claim through his own Government.

5. Claims against other Displaced Persons.—Where a claim is made against another displaced person, the displaced person should be advised that every effort should be made to settle the claim if at all possible. Where settlement cannot be made, Allied Liaison Officers should determine action to be taken in the individual case.

6. Claims against German Citizens.—Claims by displaced persons against Germans should be enforced in the German courts, when reopened. However, it should be made clear to displaced persons that the German courts are not likely to be opened for civil business for some

time. Consequently they should make every effort to settle any claims before repatriation. If this is not possible the displaced person should be advised to take all possible steps to obtain documentary evidence of his claim. Assistance in this might be given by procuring through the Military Government detachment the attendance of a German lawyer or a notary at the Assembly Center to:

a. Give general legal advice on claims and their preservation.

b. Make arrangements for the perpetuation of any relevant testimony so as to enable the claim to be pursued after the displaced person has been repatriated, either through his Government or direct in Germany. In this connection it should be noted that any Amtsgericht, when re-opened for such purpose, has power under the Code of Civil Procedure (484-494) to issue an order at the request of a party to perpetuate testimony even though an action has not yet been brought.

7. It should be made clear to all displaced persons seeking advice concerning property, property rights or claims of any kind that neither the Military Forces nor Military Government assumes the slightest responsibility for the prosecution of any claim or the taking of any action to advance the cause of the claimant other than as indicated above.

EMPLOYMENT**I. United Nations displaced persons and those assimilated to them in status.****1. General Policy.**

a. It is the policy of the Supreme Commander to give every opportunity to United Nations displaced persons to engage in paid employment while awaiting repatriation.

b. Military Government Detachment Commanders may issue orders to United Nations displaced persons engaged in public undertakings and utilities or in other work essential to the Allied Military Forces directing them to remain at their posts until they receive further orders from Military Government. Any displaced persons so directed will be replaced by German labor at the earliest opportunity.

"Essential work" includes the following industries:

Transportation
 Food Products
 Medical Supplies
 Sanitation Supplies
 Soap
 Liquid Fuels
 Solid Fuels
 Fertilizers

and any others which are providing supplies for the Allied Military forces.

c. Apart from the obligation set forth in paragraph 1 b, no United Nations displaced person shall be obliged to engage in paid employment against his will.

d. United Nations displaced persons will be given preference over Germans in employment by the Allied Military Forces.

e. All forms of discrimination against United Nations displaced persons employed in Germany will be eliminated under the provisions of Military Government Law No. 1.

f. Subject to paragraph 1 b, no employment of whatever kind will be allowed to delay the repatriation of any United Nations displaced person against his will.

2 Types of Employment.

a. Recruitment into National Armed Forces.

b. Employment inside Assembly Centers.

c. Employment by Allied Military Forces outside Assembly Centers.

d. Employment by German Employers under Military Government supervision:

- (1) In essential industries.
- (2) In other industries if approved.

3. Center employment officer.

a. *Appointment.*

The Center Director will appoint a Center Employment Officer from among the Assembly Center Team (preferably the Deputy Director).

b. *Duties.*

His duties will be as follows:

(1) He will establish and maintain a record of occupational data in respect of displaced persons, taken from the AEF DP Registration Records (DP2) and based on a standard list of job categories (see Appendix 2).

(2) He will make contact (through the Military Government Detachment) with:

(a) Appropriate officials of essential industries to arrange for the continued employment of displaced persons in those industries.

(b) Civilian Labor Procurement Officers of the Allied Military Forces.

(c) Local Labor Office (Arbeitsamt): it may be found desirable to place a liaison clerk in the local Labor Office to coordinate the request for displaced persons both for the Allied Military Forces and approved German employers.

(3) He will assign displaced persons to jobs inside the Assembly Center, and will handle all questions relating to such jobs.

(4) He will seek the cooperation of Allied Liaison Officers for Repatriation and of the Center Welfare Officer.

4. **Recruitment into national armed forces.**

a. *Recruitment.*

Assembly Center Directors will facilitate the recruitment of displaced persons into the armed forces of their own country (military or para-military) whenever such recruitment is authorized by SCAEF.

b. *Disposal.*

Those displaced persons who are selected for such recruitment may either be repatriated in the normal way before being enrolled in their national armed forces; or they may be enrolled at the Assembly Center itself. In the latter case, they lose the status of displaced persons and become the responsibility of their national authorities, to be disposed of in accordance with any agreement made between their national authorities and SCAEF.

5. **Employment inside assembly centers.**

a. *Personal Contribution.*

Every displaced person will be expected to make his contribution to the community by keeping his own quarters clean and by participating in whatever "fatigue" is considered necessary and suitable by the Assembly Center Director.

b. *Self-help.*

Self-help and co-operative enterprises will be encouraged. If any individual group of displaced persons wishes to establish some service of benefit to the Center occupants (e.g. hairdressing, woodworking,

gardening) they should be assisted to obtain the necessary material and to work out equitable financial arrangements.

c. *Center Staff.*

(1) In order to run the Center and carry out the processing and care of displaced persons the UNRRA or Military Assembly Center Team will need to use the services of a number of displaced persons proportionate to the size of the Center. (See Part I Section 5, para 3 c).

(2) In the early stages, when a Center is newly established and displaced persons are passing rapidly through, the simplest method is to request Allied Liaison Officers and national group leaders to pick out from their groups persons capable of performing both the skilled and unskilled jobs (the latter on a roster basis). Preferential treatment (e.g. as regards accomodation or food) may be arranged for them.

(3) Later on when conditions become more stable and it becomes apparent that some displaced persons are likely to wait a considerable time before repatriation, suitable persons among the latter group may be appointed to full-time paid positions on the Center Staff.

(4) Wages and conditions will be governed by SHAEF Administrative Memorandum No. 7, Annex H (latest revision). It should be noted that, according to the terms of the said Memorandum, hours of work may be varied at the discretion of the Center Director.

d. *Recruitment by UNRRA.*

It is possible that displaced persons may be found capable of filling vacancies on an UNRRA team.

In such a case, the appropriate UNRRA officials, may recruit the person in question into UNRRA, in accordance with UNRRA regulations.

e. *Employment of German Civilians.*

German civilians may be employed inside Assembly Centers for United Nation displaced persons, subject to the application of the non-fraternization policy (see Change No. 1 to Annex A of SHAEF Administrative Memorandum No. 33, dated 8 April 1945), under the following circumstances:

(1) Where there is need of specialist personnel, such as doctors, who are not available from United Nations sources; or

(2) Where it is considered necessary by the military commander.

In such cases they will be subject to the normal conditions laid down for civilian labor employed by the Allied Military Forces in Annex A to SHAEF Administrative Memorandum No. 33.

6. *Employment by Allied Military Forces Outside Assembly Centers.*

a. Wages and conditions will be governed by SHAEF Administrative Memorandum No. 7, dated 29 April 1944, and Annex H (revised) thereto.

b. When German authorities take over the administration and payment of civilian labor, special arrangements will be made for displaced persons to be paid under the supervision of military authorities.

c. The Center Employment Officer will give every assistance to the Civilian Labor Procurement Officers of the Allied Military Forces.

7. Employment by German Employers.

a. Placement.

(1) Displaced Persons who are employed in essential work may be ordered to remain at their posts (see paragraph 1 b).

(2) As regards placing displaced persons in new jobs, the Center Employment Officer will arrange through the appropriate Military Government detachment to provide the local Labor Office (Arbeitsamt with lists of displaced persons seeking employment, as approved by the Center Director.

b. Release.

Approval by employer and Labor Office is required before an employee can be released. The Center Employment Officer will arrange with the appropriate Military Government detachment for approval to be immediately given when the release of a displaced person is demanded.

c. Conditions.

(1) General—Conditions generally will be those which currently apply to the industry in question.

(2) DAF membership—Membership of the Deutsche Arbeitsfront (DAF or the Reichsnährstand (Food Estate) ceases immediately upon the occupation of Germany.

(3) Grievances—Grievances and disputes will be handled in accordance with procedure set forth in "Technical Manual for Labor Officers", paragraphs 113 and 115.

8. Employment of Soviet Nationals.

a. When Soviet nationals are identified as such and segregated in Assembly Centers administered internally by Soviet Officers the terms of this instruction will not be binding.

b. When Soviet nationals are employed outside Assembly Centers by the Allied Military Forces they will work under the supervision of Soviet Officers. Apart from this, the normal conditions laid down in SHAEF Administrative Memorandum No. 7, dated 29 April 1944 and Annex H (revised) thereto will apply.

11. Enemy and Ex-Enemy Displaced Persons.

1. Employment Inside Assembly Centers.

Enemy and ex-enemy displaced persons may be employed on necessary work inside any Assembly Center which may be established for them on terms and conditions arranged by the German authorities, subject to approval by Military Commanders.

2. Employment Outside Assembly Centers.

Enemy and ex-enemy displaced persons may be employed outside Assembly Centers by the Allied Military Forces or on other work deemed essential to the Allies on the same terms and conditions as German civilian labor, as set forth in Annex 'H' to SHAEF Administrative Memorandum No. 33.

ORGANIZED MOVEMENT1. *Preliminaries to Movement.*

Assembly Center Directors should take all steps to insure that Allied Liaison Officers are available to issue visas to displaced persons and should report cases where visas have been refused, stating the reasons. Movement orders will be issued through channels to Assembly Center Directors, giving particulars if the date and time of movement and the numbers to be moved.

Land movement may be by train or by motor transport convoy. In the first case the numbers involved would normally be between 800 to 1,000 and in the second case in the region of 600. In the case of movement by train the Center Director should contact the appropriate Movement Control Officer and discuss arrangements with him.

The next step is for the Assembly Center Director to arrange a meeting between the Officer in Charge of Convoy, himself, the Allied Liaison Officer and the Chief Convoy leader appointed from among the displaced persons. At this meeting details of the journey should be worked out and the displaced persons involved should then be informed of all such details at least 48 hours before they are due to depart. Assembly Centers Directors should be sure that all displaced persons due to participate in the movement are ready to move off at the stipulated time; that the DP2 forms have all been completed and are duly handed over to the OC convoy, together with copies of the nominal rolls of the party for handing over to G-2 representatives at the frontier and the national authority in the country of destination.

As a general rule displaced persons should be allowed and encouraged to take with them all their personal possessions, but baggage may have to be limited at the discretion of the officer in charge of the convoy who will base his decision on the availability of transport. Baggage should be divided into light and heavy baggage, the former which the displaced person can handle conveniently (this should not exceed 30 kilos) from which he should on no account be separated during the journey. Heavy baggage should be loaded into luggage vans for transport by rail or into specially allocated vehicles for transport by road. All baggage should be clearly marked or labeled with name and number and destination of owner. It will be found helpful if the label shows, "1 of so-many pieces" (for instructions as to disposal of surplus baggage which cannot be transported at the same time as the owner, and of baggage belonging to deceased displaced persons see Appendix 4).

Normally, when movement is by road, loading will take place at the Assembly Center. When however, movement is by rail, Assembly Center directors will have to decide whether transport is necessary and if so to make arrangements for such transport to take DPs to the point of entrainment. In any case, trucks when available should be used for transfer of women, children, aged, crippled and sick DPs. Coaches should be loaded under supervision of assistant convoy leaders appointed from among the DPs themselves and in accordance with a

nominal roll. Heavy baggage should be loaded in advance if possible. Otherwise, it should be stacked under guard in proximity to the loading point.

2. Personnel.

a. *Military*—One officer and between 6 and 12 EM/ORs should travel in charge of the convoy from point of departure to the frontier of the country to which the DPs are being repatriated. The EM/ORs should include at least one cook assisted by two cooks taken from among the DPs. The officer will have complete responsibility for the convoy and will take all necessary action in cases which may involve delay. He should insure that the necessary rations and equipment are loaded on the train if travel is by rail and should supervise the overall issue of rations. The EM/ORs should patrol the convoy at all stops and assist in the issue of rations where necessary.

b. *Medical*—When available without depriving displaced persons of other essential medical services, one doctor and two nurses should be appointed to travel with each convoy. These will be taken from among the travelling displaced persons, or provided by UNRRA or the national government concerned. When sufficient nurses or doctors are not available arrangements will be made for a doctor and nurses to be ready at certain of the periodic stopping places. The doctor will deal with all cases of illness occurring enroute and arrange where necessary for the transfer of sick persons to hospital, informing the OC convoy who will then see that the DP2 card involved is handed over to the responsible authority at the place of hospitalization. The nurses will supervise the general health of the convoy under the directions of the medical officer and attend to the chlorination of all drinking water supplied enroute.

c. *Welfare*—If available, two welfare workers (including one female if women are included in the convoy) should travel with each special train or convoy. They will be responsible for the general welfare of the repatriates enroute and in particular for the distribution of hot beverages to women, children, the aged and sick. Children travelling without their parents or guardians should be placed under the care of a female DP at the maximum rate of ten children per each female.

d. *Interpreter*—It is desirable that one competent interpreter, selected where possible from among the travelling DPs should go with each convoy, to act as liaison between the officer in charge of convoy and the local transport services and others as required.

e. *Displaced Persons Chief Convoy Leader*—He should be a responsible individual well known to the repatriates and answerable to the OC convoy for the general discipline of the DPs enroute. He will be responsible for issuing through the assistant DP convoy leaders all instructions and information as regards the convoy given him by the OC convoy.

f. *Displaced Persons Assistant Convoy Leader*—He should be appointed by the Chief Convoy leader at the rate of one per vehicle. He should be responsible for the following:

(1) Checking his particular party in accordance with nominal roll and informing DP chief convoy leader of any discrepancies.

(2) Reporting to DP Chief Convoy Leader any incident or problem occurring enroute.

(3) Drawing rations for the party during the journey.

(4) Insuring that members of his party do not leave the trucks or coaches without instructions and that they return without delay when told to do so. Particular care is necessary to prevent DPt from descending on the running rail side when trains are standing at a station or siding.

(5) Supervising the general well-being of his party and insuring that they conduct themselves in a proper manner.

g. *Baggage Party*—Baggage parties of 2 DPs per vehicle should be appointed to load and unload heavy baggage wherever necessary. They should also assist in the handling of light baggage where necessary.

3. Equipment.

a. *For DP trains*—The following equipment should be made available for each special train:

Water container

Cooking utensils

Bowls

Spoons

Toilet paper

Stoves for kitchen cars

Fuel for kitchen car stoves

Brooms, mops, pails

Disinfectant

Chlorine (or water purifying tablets)

and covered pails when toilet facilities are not installed. Unused stores should be collected and returned upon completion of the journey.

b. *MT convoys*—When DPs travel by MT convoy and the journey takes longer than 12 hours they will have to spend the night at pre-arranged staging camps which should be equipped according to scale.

c. *Medical*—Sufficient medical supplies for first aid purposes should be provided for each train or convoy (see Appendix 5).

d. *Blankets*—When travelling by train each DP should be provided with not less than one blanket for the journey. Women and children should be provided with two blankets. At terminal points, blankets will be collected by the Chief DP Convoy Leader and handed over to the OC convoy. Blankets should be included among the light baggage. When travelling by MT convoy, DPs should only be issued with blankets if these are not available at staging camps enroute.

4. *Rations*—After entraining, DPs should be issued with 24 hours rations from the store van of the special train. This distribution should be carried out by assistant DP convoy leaders at 24-hourly periods throughout the journey. A good supply of milk should be provided for children and mothers for issue not twice daily at the rate of 3/4 pint for each ration (see Appendix 3).

5. **Hygiene**—DP staff officer at Corps or at whatever level movement orders are issued should be responsible for arranging through the appropriate Military government authority that the necessary German railway staff is available at suitable stabling points to rewater trains and clean latrines. This work should be carried out with the greatest possible speed. When movement is by road, arrangements should be made for regular halts at 2 or 3-hour periods at places where suitable latrine accommodations are available.

6. **Special Trains.**

a. *Passenger Rolling stock*...It is preferable that passenger rolling stock be utilized. If however, passenger rolling stock is not available for the whole party, this category of vehicle should be allocated for use of children, their mothers, expectant mothers, and aged or crippled DPs. Passenger rolling stock should also be provided for train personnel. Passenger rolling stock can safely be estimated to carry 55 passengers per coach. All train schedules for movement of DPs by rail, except hospital trains, or trains consisting of passenger rolling stock with adequate water and toilet facilities will include periodic halts for rest, water and latrine purposes. The halts will correspond with operating stops in so far as possible with a minimum of three halts within each 24-hour period. The RTO at the entraining station will advise the officer in charge of the convoy as to halts scheduled.

b. *Box Wagons*—If box wagons are used for ordinary DPs the allocation of accommodations should be on the basis of 25 DPs and their belongings per wagon.

c. *Store Vans*—A store van should be incorporated in each special train for food supplies to be distributed enroute.

d. *Baggage Vans*—A baggage van should be incorporated in each special train for the conveyance of reasonable amounts of personal belongings surplus to that which DPs keep in their own possession.

e. *Kitchen Cars*—A kitchen car should be improvised for incorporation in the special train for the purpose of providing hot beverages for children, women and aged persons.

f. *Train Composition.*—Engine.

Stores Van*.

Kitchen Car or one improvised box wagon with camp cookers.

Personel Coach.

Passenger Coaches for women, children, aged and crippled DPs.

Other Vehicles for DPs.

Baggage Cars (May be box wagon).

* The stores van should be properly equipped with steam heating pipes if placed next to engine. Otherwise, it should be placed behind the other vehicles equipped for steam heating, and this may entail part of the escort being detached from the personnel coach in order to guard the supplies against pilferage.

This arrangement will ensure women and children being in closer contact with medical assistance and distribution of hot beverages en-route—also being near the source of train heating which is more effective in front than in rear of train. It may cause families to be temporarily separated during the journey owing to lack of sufficient space in the passenger rolling stock for male DPs. This aspect should be explained to the DPs through the DP Convoy Leaders by officer in charge of convoy.

FINANCE AND ACCOUNTING**1. General.**

a. These instructions apply to all Assembly Centers i. e. accommodation areas where displaced persons or refugees are received, accommodated, fed and processed.

b. Assembly Centers will be under the supervision and management of either:

(1) Military Officers.

(2) UNRRA officials who will work under Military command and will normally be responsible to the officer commanding the Military Government detachment of the area.

c. Assembly Center Directors will handle Military Government funds only when they have been appointed Sub-accountants by the CFA of an Army Group or similar formation.

2. Cash Accounting.

a. *Responsibility.* All persons handling cash are personally responsible for all funds which come into their possession, and for their safe custody.

b. Cash accounting instructions issued by the CFA of an Army Group will always be followed. In the absence of such instructions, Chapter VI, Sections B & C of the SHAEF military Government Financial & Property Control Technical Manual will be followed, and failing that the instructions given in the following paras will apply.

c. *Cash Book, Forms CA/f 1 and CA/f 2.* The only accounting book which an Assembly Center Director will require to keep will be a cash book. The following rules for keeping the cash book must be observed:

- (1) All transactions will be entered in the cash book at the time they take place. Payments by cheque will be entered at time the cheques are drawn.
- (2) Every receipt and payment will be substantiated by an appropriate voucher.
- (3) All cash book entries will be as concise as possible, but must give sufficient information clearly to indicate the nature of the transaction.
- (4) The cash book will be kept on the official forms provided for the purpose, forms CA/f 1 and CA/f 2.
- (5) No erasures will be made in the cash book. All corrections will be made by striking out the incorrect entry by a single line and substituting the correct entry. All corrections will be initialed by the Officer responsible for the account.
- (6) The cash book will be checked daily and the balance reconciled with the actual count of cash on hand. Any deficiency which cannot be accounted for will be reported immediately to the CFA and any surplus entered on the receipts side of the cash book.

- (7) The cash book will be ruled off at the end of each month, and the balance carried forward to the next month.
- (8) Duplicate sheets of the cash book together with supporting vouchers will be forwarded to the CFA not later than the 7th day of the succeeding month. The Assembly Center Director will attach to the cash book a certificate in the following form:

"I certify that this is a true copy of my cash book for the month of and that the funds held by me at (last day of month) amounted to:

Cash in hand Rm.

Cash in Bank—as per

Reconciliation attached

Rm.

Date	ASN	Signature	Rank
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d. *Cash Book Receipts—Form CA/f 1.* All receipts of cash will be entered on form CA/f 1. Three currency columns are provided in case it is necessary to deal in more than one type of currency. The total amount involved in the particular transaction will be entered, whether in the form of cash, cheques or money orders. Amounts deposited at the bank will be entered in column H; and a corresponding entry will be made in the Cash Book Payments, form CA/f 2, to indicate the payment out of cash to the bank.

e. *Cash Book Payments—Form CA/f 2.* All payments of money will be entered on the Cash Book Payments form. Cash transactions will be entered in column E, F or G, and all transactions involving an amount paid out of the bank account will be entered in column H.

f. *Receipt Voucher—Form CA/Gf 3.* Every entry of the receipt of cash must be supported by a Receipt Voucher. Vouchers will be prepared in triplicate and the copies disposed of as indicated on the voucher. It is essential that sufficient details are entered on each Receipt Voucher to indicate the exact nature of the transaction to which it relates. Any supporting documents which give fuller details will be attached to the duplicate. Spoiled Receipt Vouchers will not be destroyed, but will be retained by the Assembly Center Director and forwarded with monthly returns to the CFA. All Receipt Vouchers will be numbered serially from the beginning of the month.

g. *Payment Vouchers.* Every entry on the Cash Book Payments form CA/f2 will be supported by an appropriate voucher. Payment vouchers will be in one of the following forms:

- (1) *General Payment Voucher—Form CA/f 4.* This form will be prepared in duplicate, and the copies disposed of as indicated on the form. Sufficient details will be entered on the General Payment Voucher to enable the exact nature of the transaction to be easily recognized. Any supporting documents which give fuller details of the transactions will be attached to the original.

Part I of the voucher will be signed by the Officer entitled to authorize the payment and the authority for the payment quoted.

Part II of the voucher will be signed by the person to whom the payment is made. If this person is receiving payment on behalf of some other person or corporation, his relationship to the party to whom the amount is actually due will be clearly stated after his signature, e.g. "treasurer" or "Trustee." When payments are made to government, municipal or public institutions such payments will be made only to the Chief Financial Official of the institution.

Part III of the voucher will be signed by the Assembly Center Director, or another officer authorized by him to make the payment on his behalf. The officer who signs Part III will ensure that Parts I and II have been properly completed before he signs Part III.

- (2) *Payroll (Civilian Employees)—Form CA/f 5.* Wages of Displaced Persons employed in Assembly Centers will be paid weekly, and supported by a Payroll made out in duplicate, the copies being disposed of as indicated on the form. The payroll will be signed by each employee as receipt of payment in the presence of a witness, and will be signed also by the paying officer, and the witness.
- (3) *Cash Relief Payment Voucher...Form CA/d 10.* When cash relief is paid from Military Government funds, the payments will be supported by a Cash Relief Payment Voucher. For further details see para 3. (d).

h. *Bank Accounts*—The opening and operation of bank accounts by Assembly Center Directors will be subject to such restrictions as may be imposed by the CFA.

i. *Method of Obtaining Cash for Assembly Centers.*—Cash will be obtained:

- (1) From a sub-accountant of a Military Government detachment in the area in which the displaced persons centre is located, or
- (2) From Currency Section for Germany working in conjunction with the Army Groups concerned, or
- (3) From Reichsbank on specific authority from Military Government Finance Officer or O/C detachment.

j. *Exchange of Currency*—No exchange of currency will be made for any military or civilian personnel whatsoever.

k. *Handing over and taking over accounts*—When for any reason an officer in charge of accounts is called upon to hand over his accounts to another officer, the Cash Book will be ruled off and the balance carried forward in the same manner as at the end of each calendar month. The following will be entered on the original and duplicate of the Cash Book:

- (1) Statement of cash handed over.

- (2) Certificate that the duties prescribed below have been carried out.
- (3) Signatures of the officer handing over and the officer taking over.
- (4) It is the duty of the officer taking over:
 - (a) To see that the entries in the Cash Book from the end of the preceding month up to the date of the handing over, are supported by appropriate Vouchers.
 - (b) To see that the cash handed over agree with the cash balance shown in the Cash Book.
 - (c) To see that all keys of cash boxes, safes, etc., are handed over to him and that, when possible, locks and combinations are changed.
 - (d) To see that the officer handing over gives answers to questions that may have been raised by the CFA on the accounts submitted to him in previous months.

3. Cash Relief for Displaced Persons.

a. Cash relief payments will be made as authorized by the Chief Military Government Officer at Army Groups or similar formations.

b. *Displaced Persons billeted on the German population, or living outside formally organized Assembly Centers.* Methods of paying cash relief to such displaced persons will vary according to circumstances:

- (1) During initial occupation, payment will be made if necessary from Military Government funds in accordance with instructions contained in Para 3. d.
- (2) As soon as the German local Government machinery is re-established, payment will be made by the local German Welfare Office as detailed in Para 3. c.

c. *Payment by German Authorities.* Payment of Cash Relief will be supervised by the Assembly Center Office set up to carry out the processing of billeted Displaced Persons. The procedure will be as follows:

- (1) The Assembly Center Director will notify the German Welfare Office, through the appropriate Military Government Officer, of the number of persons registered at the Center to whom cash relief is to be paid.
- (2) The Welfare Office will be required to send an official to the Assembly Center to make these payments in the presence and under the supervision of the Assembly Center Director or other responsible officer.
- (3) The necessary accounting will be carried out by the German Authorities.
- (4) The Assembly Director will keep and check a receipted copy of the nominal roll.

d. *Cash Relief Payment Record Form CA/d 10.* This additional form is provided for use only in the initial stages of occupation, when cash relief is paid from Military Government funds. It will be prepared and handled as a voucher in support of Cash Book entries as follows:

- (1) Each payment will be recorded in the Cash Relief Payment

Record. The column marked "Nationality" will NOT be completed.

- (2) Each recipient will sign the record in acknowledgement of receipt of the amount shown opposite his name. If the recipient is illiterate he will make his mark which will be duly witnessed.
- (3) An officer other than the paying Officer, or a suitable displaced person will be present as a witness to the payments.
- (4) Both the paying Officer and the witness will sign the record as evidence that it correctly records the actual payments made.
- (5) The Relief Payment Record will be prepared in duplicate, the copies being disposed of as indicated on the form.

e. *Displaced Persons Accomodated in Assembly Centers.* As soon as conditions permit, Supreme Headquarters AEF will authorize the payment of a uniform weekly grant to all United Nations displaced persons living within Assembly Centers, for the purchase of such personal items as are available locally or in canteens established at Assembly Centers. The procedure for payment will be the same as for cash relief to displaced persons living outside Assembly Centers.

f. *Enemy and ex-enemy Displaced Persons* will normally be billeted on German population and will receive such relief as is laid down by appropriate German authority with approval of Military Government.

4. Supply Accounting.

a. The storage, use and distribution of supplies/stores by an Assembly Center team of others dealing with Displaced Persons will be accounted for, primarily to establish the accountability of the officer in charge and to provide statistical information of supplies handled. To meet these requirements, the following forms and records are provided:

- (1) Free Issue Voucher—Form CA/d 12.
- (2) Stock Record Card—Form CA/d 13.
- (3) Centre Store Requisition/Issue Voucher—Form CA/d 14.
- (4) Memorandum Receipt—Form CA/d 15.
- (5) Supplies Status Report—Form CA/d 16.
- (6) Centre Analysis Sheet—Form CA/d 17.

b. *Voucher Numbers*—Centre Store Requisition/Issue Vouchers and Free Issue Vouchers will each be numbered consecutively from No. 1 at the beginning of each month.

c. *Free Issue Voucher—Form CA/d 12.* Each free issue of clothing to a displaced person will be supported by a Free Issue Voucher, which will be signed by the recipient, the storekeeper making the issue, and by the Officer authorizing the issue. If the recipient is illiterate, he will be required to make his mark which must be duly witnessed. A copy of this form will NOT be sent to the CFA.

d. *Collective Receipts.* Instead of obtaining individual receipts from each Displaced Person for free issues of clothing on Form CA/d 12 it may be found expedient to institute collective receipts for each item of clothing issued. Thus, for each item of supplies/stores for which

a Stock Record Card is kept, there would be one collective receipt to cover a convenient period of time. All displaced persons would be required to sign on the receipt when a free issue of that item is made to them. Collective receipts must contain all the relevant information which appears in the heading of the Stock Record Card, and will be prepared in duplicate.

e. *Stocks Record Card—Form CA/d 13.* A separate Stock Record Card will be kept for each item of supplies received, used and distributed in the Assembly Center. Details of quantities will be entered as follows:

- (1) *Quantities Received.* Actual quantities as shown by the Depot Issue Voucher or other receipt which the Center storekeeper will need to sign on receipt of all supplies.
- (2) *Quantities Issued.* Actual quantities issued to:
 - (a) Center Mess or kitchen for communal or other authorized issues, as shown by the Center Store Requisition/Issue Voucher—Form CA/d 14.
 - (b) Displaced Persons as shown by Form CA/d 12, or Collective Receipt on Form CA/d 15.
- (3) *Quantities—Balance on Hand.* Vouchers will be entered, and the balance on hand calculated daily for each item of supplies. Stocktaking and adjustment of differences are covered in subparagraph j. below.

f. *Center Store Requisition/Issue Voucher—Form CA/d 14.* Bulk withdrawals of food, clothing or other supplies from the Center store (i. e. other than actual delivery to individual displaced persons) will be accomplished by the preparation of a Center Store Requisition/Issue Voucher. The bulk withdrawal will be authorized by the Center Director. A receipted copy of the form will be retained by the storekeeper.

g. *Memorandum Receipt—Form CA/d 15 (Loan of Equipment)*—Issues of stores and equipment such as blankets, mess kits, etc., which are made on loan for use within the Center, will be supported by a Memorandum Receipt. All such issues will be entered on the Stock Record Card. The signed original copies of the Memorandum Receipt will be retained by the storekeeper and will be disposed of in the following manner, when:

- (1) *Loaned Equipment is returned,* by surrender of the Memorandum Receipt, and by taking the item back into stock on the Stock Record Card (Form CA/d 13).
- (2) *Loaned Equipment is to become a Free Issue,* by endorsement of the Memorandum Receipt, original and duplicate copies, in the following form:

Free Issue Approved by:

Name and Rank

Date

The Memorandum Receipt will then be considered for all accounting purposes in the same way as a Free Issue Voucher.

- (3) *Loaned Equipment is Lost, Destroyed, etc.*, by endorsement of the Memorandum Receipt, original and duplicate copies, in the following form:

Equipment lost, etc. Write off approved by:

Name and Rank

Date

The Memorandum will then be considered for all accounting purposes as a Free Issue Voucher.

h. Center Analysis Sheet—Form CA/d 17—(Optional) A form of analysis sheet is provided for use in connection with recapitulation and reporting of supply data. Some of the specific uses to which the form can be applied are:

- (1) Reporting quantities of supplies issued.
- (2) Recapitulation of quantities of supplies issued.
- (3) If desired, for recapitulation of issues to be entered in the Stock Record Card.

j. Stocktaking—An actual count of each item of supply and equipment stored at the Center will be taken at least once each month. A comparison of the physical count will be made with the balance of hand shown on the Stock Record Card. Differences will be reported immediately to the responsible Military Government Officer for his approval of adjustment or other action. Overages will be taken on to the Stock Record Card as a quantity received, and deficiencies, after approval by the appropriate Military Government Officer will be written off as quantities issued. All adjustments on the Stock Record Card will bear a reference to the advice or correspondence reporting the difference to the Military Government Officer. Damage, wear and tear or other cause rendering supplies or equipment unfit for use, may be the basis of a write-off if approved by the responsible Military Government Officer.

5. Reports>Returns and Filing.

a. Reports>Returns. Regular monthly reports of cash and supply information will be made as follows:

- (1) Supplies Status Report.
- (2) Summary of Monthly Cash Receipts and Expenditures.

b. Supplies Status Report—Form CA/d 16—This report will be prepared by the storekeeper for each month, based on the Stock Record Cards maintained for each item of supplies. The report will show the monthly totals of the quantities received, the monthly totals of the quantities used and distributed within the Centre, and the quantities shown by the Stock Record Card to be on hand at the end of the month.. The total of equipment on loan at the end of the month will be shown in the "On Hand end of period" column, and marked "on loan." Differences between physical count of stock and the accounting records, will be shown in the shortages column, an explanation of extraordinary

differences will be made on or attached to the report. The report will be prepared in two parts:

- (1) Blankets, emergency cooking sets and other items of camp equipment.
- (2) Food, clothing, medical and other expendable stores.

Both parts will be prepared in triplicate, the copies being disposed of as follows:

c. *Summary of Monthly Cash Receipts and Expenditure*—This report will contain:

- (1) Total receipts of Military government funds for the month.
- (2) Total receipts of funds other than Military government funds, indicating the source thereof.
- (3) Total of Relief Payments made from Military government funds.
- (4) Total of Wages paid to Assembly Center Staff recruited from Displaced Persons.
- (5) Other payments in sufficient detail to show the nature of the expenditures.

One copy of the report will be prepared and forwarded to DPX Supreme Headquarters, AEF through channels.

d. *Filing*—File copies of all forms and documents connected with cash and supply transactions of the Center will be kept in a separate file for each type of form or document. These files will be carefully maintained for submission to higher authority when required and for audit purposes.