

#65

LO - TO

LZ

CONT'D

Laurie M^{rs} 11,571
 Noquet, 11,571

OFFICE OF STRATEGIC SERVICES
 630 FIFTH AVENUE
 NEW YORK, N. Y.

May 26, 1943

To: General Donovan

From: Frederic R. Dolbeare

Before leaving for Washington, John Hughes asked me to give you a brief summary of the information obtained on Madame Laurie. Perhaps you will recall Mr. Dewees Dilworth was one of her references. He is in fact Halsey's partner, so it was quite easy to make an appointment with Madame Laurie.

She is a most attractive person with a pleasant voice and a fluent knowledge of Russian, German, French and English. She is not a citizen (Russian born and married to a Frenchman) but has applied for first papers. Halsey's estimate was that she was very willing to take on any task for which she might be qualified, but that the qualifications were principally linguistic, and that as she is sensitive and high-strung, she might be a little difficult if working under pressure.

There is no vacancy in this office for which she might be considered and Seiferheld does not seem interested either. It was suggested to her that she might look into the possibility of work in the Censorship Office.

Halsey had a long talk with Mrs. Roguet two days ago and explained the situation to her. She understood the matter entirely and both of the ladies seem to be appreciative of what we have tried to do for her.

F. R. D.

100-11591

May 13, 1943

Mrs. Robert Louis Hognet,
47 East 92nd Street,
New York, N.Y.

My dear Mrs. Hognet:

I have received your letter and have asked
Mr. John Hughes, who is head of our New York office,
to get in touch with Madame Lourie. I hope that they
may be able to work out something together.

Sincerely,

William J. Donovan

May 13, 1943

TO: Mr. John Hughes
FROM: General Donovan

There is in New York a Madame Lourie, a Russian princess married to a composer of music, a close friend of the Jacques Maritains.

She has been recommended by Mrs. Robert Louis Hoguet, who states that Mr. Dewey Dilworth was prepared to recommend her. Mrs. Hoguet lives at 47 East 92nd St., and Madame Lourie at 30 Fifth Avenue.

Would you be good enough to send for her and see if she has the necessary qualifications.

May 3 - 1943 -
 Mr. Robert Low. Hornet
 47 East 42nd Street
 New York City

My dear Colonel Donovan,
 Your brother (Father
 Donovan) has suggested that I
 write you to advise you the method
 of procedure to follow so that
 a friend may apply for a position
 in your New York Office.
 She speaks Russian, German,
 French, English all fluently.
 Her name is Madame Lourie
 a Russian princess married to
 a composer of music
 a close friend of the Jacques Martens

1 am tremendously interested in getting
her a good paying position. I think
her services would be of infinite
value to you.

I know that my daughter-in-law's father
Mr. Dennis Dilworth has placed
a friend in your N.Y. Office & offered
to take this matter up for me but
Mr. Dilworth is not coming to N.Y. till
tomorrow & as Father Donovan said
you were leaving for Europe very soon
he suggested I write you without
delay so that Madame Louvie might
go about her application for work in
your office in N.Y. without delay & with the
hope of being accepted through. With
my anticipated

47 EAST 92ND STREET
NEW YORK CITY

Thanks to you & with my
very genuine admiration
Believe me to be
very sincerely yours,

Louise L. Hognet
(Mrs Robert Louis Hognet.)

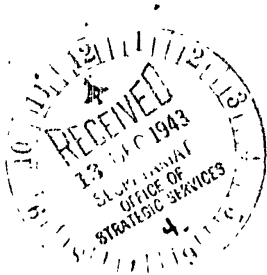
I don't hesitate to recommend this
Madame Lourie (of 30 Fifth Ave
New York)
in the highest manner & to vouch for
her in every way. She is also a woman
of great distinction & ability. (I know)
she would be a great asset to you!

Colonel V. E. Looker
Army Experimental Station
Fort Hancock, New Jersey

I wish to thank you for your letter of 30 November 1943. The accounting you rendered for the \$3,000.00 advanced by Colonel Rehm on General Donovan's order of 19 June 1943 was referred to Colonel Rehm's office, and I have now been advised that your accounting has been reviewed and found to be in order. Colonel Rehm's office has requested, however, that, in order to complete its records, a certificate should be submitted stating that no other reimbursement was received from any other source for the mess and hotel accommodations by any of the officers or enlisted ratings attached to the mission. I would appreciate it if you would furnish us with such a certification.

Most sincerely yours,

ASMUTH, PETERSON



OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

December 11, 1943

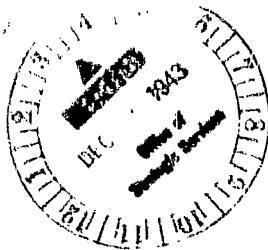
MEMORANDUM:

TO: Lieut. (J.G.) C. A. Bane

FROM: R. H. I. Goddard
Special Funds Branch *R.H.I.G.*

I have examined the report dated 30 November, 1943 submitted by Colonel R. E. Looker covering \$3,000 advanced to him by this office.

The report is quite detailed and in order. Our only comment is that the account should be accompanied by a certificate stating that no other reimbursement was received from any other source for the mess and hotel accommodations by any of the officers or enlisted ratings attached to the mission.



WAR DEPARTMENT
WASHINGTON, D. C.

Army Experimental Station
Fort Hancock, New Jersey
30 November 1943

Colonel G. Edward Buxton
Office of Strategic Services
Washington, D. C.

Re: Expenditure of Unvouchered Funds
for Joint Army-Navy Mission

My dear Colonel Buxton:

Although I will not have completed my duty as Chief of the Joint Army-Navy Mission to the United Kingdom until I have finished the textual and the motion picture reports, I feel that I should comment upon the use of funds advanced me for the Mission by the Office of Strategic Services.

These funds, amounting to \$3,000.00, were advanced me by Lt. Col. Rehm, on General Donovan's order of 19 June 1943. They were Secret Unvouchered Funds for which no accounting was required; nevertheless, as I have done in the past with such funds, I am making a detailed accounting. For obvious reasons of security, the accounting does not mention the exact locations in the United Kingdom to which the Mission traveled; this is in order to carry out a British War Office request that I conceal these locations.

As you will see by the inclosed accounting, the fund of \$3,000.00 has been expended, together with additional sums from my own pocket - which, however, have been made up to me by another secret fund, not from the Office of Strategic Services.

Much of the success of the Mission was due to the fact that these funds were available, since it was possible for me to move both officers and men to various locations in England and Scotland without requesting formal travel orders, which would have revealed locations which the British wished to conceal.

Most sincerely yours

R. E. Looker
R. E. LOOKER
Colonel, AUS



RML/lcm

SECRET

(11 pages)

JOINT ARMY-NAVY MISSION OF JULY 17 to SEPTEMBER 28, 1943, in UNITED KINGDOM

1.

ARRIVED PRESTWICK, SCOTLAND, 8 HOURS, JULY 18, 1943. COL R. E. LOCKER, CHIEF OF MISSION

PLACE	Prestwick, Scotland	London	London	London	London	London	London	Totals
DATE	July 18	19	20	21	22	23	24	
MESS	\$15.00	15.00	15.00	15.00	15.00	15.00	15.00	\$105.00
HOOT' OR ACCOMMODATION		16.40	16.40	16.40	16.40	16.40	16.40	98.40
FAIR & BAGGAGE	4.00		2.00		1.50			7.50
RAILWAY								
ENTERTAINMENT								
PURCHASE OF INFORMATION								
PURCHASE OF MATERIAL								
TOTALS	\$19.00	31.40	31.40	33.40	31.40	32.90	31.40	\$223.90

PRIMARYS
Mission consists of
four officers from
July 17, 1943 to
August 7, when it was
reduced to three
officers - until
August 23 when seven
enlisted ratings
joined the mission.

[Signature]
R. E. LOCKER
Colonel, ADC

SECRET

SECRET

2.

WEEK OF JULY 25 - 31, 1943

PLACE	London	London	London	London	Scotland	Scotland	Scotland	Totals
DATE	July 25	26	27	28	29	30	31	
MESS	15.00	15.00	15.00	15.00	15.00			75.00
HOTEL OR ACCOMMODATION	16.40	16.40	16.40	16.40		16.40	16.40	32.80 65.60
TIPS & BAGGAGE		2.00	1.50	2.00	3.00			8.50
RAILWAY					99.35			99.35
ENTERTAINMENT		12.50		13.75				31.25
PURCHASE OF INFORMATION								
PURCHASE OF MATERIAL								
TOTALS	31.40	45.90	22.90	22.15	117.35	16.40	16.40	\$312.50

[Signature]
R. B. LOCKER
Colonel, AES

SECRET

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3.

WEEK OF AUGUST 1 - 7, 1943									REMARKS
PLACE	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Totals	
DATE	August 1	2	3	4	5	6	7		
MESS	12.30	12.30	12.30	12.30	12.30	12.30	12.30	86.10	*One officer leaves Mission, Aug 7, 1943. Three officers on Mission thereafter.
HOTEL OR ACCOMMODATION									
TAXIS & BAGGAGE							3.50	3.50	
RAILWAY									
ENTERTAINMENT							*24.84	24.84	
PURCHASE OF INFORMATION						10.50		10.50	
PURCHASE OF MATERIAL									
TOTALS	12.30	12.30	12.30	12.30	12.30	22.30	40.64	\$124.94	

[Signature]
R. E. LOOPER
Colonel, AFS

SECRET

WEEK OF AUGUST 8 - 14, 1943

4.

PLACE	London	London	London	London	London	London	London	Totals	RE AMTS
DATE	August 8	9	10	11	12	13	14		
MESS	11.25	11.25	11.25	11.25	11.25	11.25	11.25		
HOTEL OR ACCOMMODATION	12.30	12.30	12.30	12.30	12.30	12.30	12.30	78.75	
TAXIS & BAGGAGE	3.10							86.10	
RAILWAY	74.51							3.00	
ENTERTAINMENT					25.20			74.51	
PURCHASE OF INFORMATION								25.20	
PURCHASE OF MATERIAL									
TOTALS	101.06	23.55	23.55	23.55	49.35	23.55	23.55	\$262.16	

[Signature]
 R. E. LOOKER
 Colonel, AUS

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5.

WEEK OF AUGUST 15 - 21, 1943

PLACE	London	S.E. Coast	S.E. Coast	S.E. Coast	South England	South England	South of London	Totals
DATE	August 15	16	17	18	19	20	21	
MESS	11.25	11.25	11.25	11.25	11.25	11.25	11.25	78.75
HOTEL OR ACCOMMODATION	12.30	12.30	12.30	12.30	12.30	12.30	12.30	86.10
PAYIS & BAGGAGE					3.00	2.00	3.00	3.00
RAILWAY		97.50			17.10	35.40	12.75	162.75
ENTERTAINMENT			15.20					15.20
PURCHASE OF INFORMATION				61.50				61.50
PURCHASE OF MATERIAL								
TOTALS	23.55	121.05	38.75	85.05	43.65	60.95	39.30	\$412.30

REMARKS

R. E. LOCKER
Colonel, AUS

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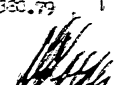
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6.

FORM OF AUGUST 22 - 23, 1943

PLACE	London	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Totals	REMARKS
DATE	August 22	*23	24	25	26	27	28		
MESS	11.25							11.25	
FOOD OR ACCOMMODATION	12.30	27.30	19.30	19.30	19.30	19.30	19.30	96.50	
TRIPS & BAGGAGE		4.50						4.50	
RAILWAY		190.44						190.44	
ENTERTAINMENT					12.50			12.50	
PURCHASE OF INFORMATION									
PURCHASE OF MATERIAL			15.00		3.00		3.00	26.00	
TOTALS	23.55	222.24	34.30	19.30	34.80	19.30	27.30	\$380.79	REMARKS *seven enlisted ratings (Photo- graphic Det.) in the Mission on Aug 23, 1943. Total: Three officers & seven men.

SECRET


 E. E. LOCKE
 Colonel, AEC

1380

7.

WEEK OF AUGUST 29 - SEPTEMBER 4, 1943

PLACE	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Totals	REMARKS
DATE	August 29	30	31	Sept 1	2	3	4		
MESS									
HOTEL OR ACCOMMODATION	19.30	19.30	19.30	19.30	19.30	19.30	19.30	155.10	
TAXIS & BAGGAGE									
RAILWAY									
ENTERTAINMENT		9.25		3.75			3.50	21.50	
PURCHASE OF INFORMATION									
PURCHASE OF MATERIAL									
TOTALS	19.30	28.55	19.30	23.05	19.30	19.30	22.30	\$156.60	

[Signature]
R. E. LOCKER
Colonel, AUS

SECRET

WEEK OF SEPTEMBER 5 - 11, 1943

8.

PLACE	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Totals	REMARKS
DATE	Sept 5	6	7	8	9	10	11		
MESS	19.30	19.30	19.30	19.30	19.30	19.30	19.30	145.10	*Two officers to London and return.
HOTEL OR ACCOMMODATION									
TAXIS & BAGGAGE			2.00	2.00					
RAILWAY			99.36					4.00	
ENTERTAINMENT			4.80					77.36	
PURCHASE OF INFORMATION								4.90	
PURCHASE OF MATERIAL									
TOTALS	19.30	19.30	135.46	21.30	19.30	19.30	19.30	\$253.26	

[Signature]
 E. S. LOCKER
 Colonel, MS

SECRET

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9.

WEEK OF SEPTEMBER 12 - 18, 1943								
PLACE	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Scotland	Totals
DATE	Sept 12	13	14	15	16	17	18	
MESS								
HOTEL OR ACCOMMODATION	19.30	19.30	19.30	19.30	19.30	19.30	19.30	135.10
TAXIS & BAGGAGE								
RAILWAY								
ENTERTAINMENT								
PURCHASE OF INFORMATION							23.60	23.60
PURCHASE OF MATERIAL				7.50				7.50
TOTALS	19.30	19.30	19.30	26.80	19.30	19.30	47.90	\$171.20

[Signature]
 R. E. BUCKER
 Colonel, ATS

SECRET

SECRET

10.

WEEK OF SEPTEMBER 19 - 25, 1943									REMARKS
PLACE	London	London	London	London	London	London	London	Totals	
DATE	Sept 19	*20	21	22	**23	24	25		
MESS		11.25	11.25	11.25	11.25			45.00	*Mission drops its seven men upon their arrival in London. Three officers remain.
HOTEL OR ACCOMMODATION		12.30	12.30	12.30	12.30	7.50	7.50	15.00	**Two officers travel to parts of Scotland, arriving eventually at Prestwick for air transport to U.S. One officer remains in London until September 28, 1943, (See expense account of Sept. 26 - 28).
TAXIS & BAGGAGE	4.50				3.00			7.50	
RAILWAY	199.44				64.10			254.54	
ENTERTAINMENT									
PURCHASE OF INFORMATION									
PURCHASE OF MATERIAL		65.60						65.60	
TOTALS	194.94	89.15	23.55	23.55	90.65	7.50	7.50	\$436.34	

[Signature]
 R. E. LOOMER
 Colonel, AES

SECRET

11.

MEMO OF SEPTEMBER 26 - 28, 1943

PLACE	London	London	Scotland to U.S.A.	Totals
DATE	Sept 26	27	28	
MESS	7.50	7.50	7.50	22.50
HOTEL OR ACCOMMODATION				
TAXIS & BAGGAGE			3.00	3.00
RAILWAY			32.05	32.05
ENTERTAINMENT				
PURCHASE OF INFORMATION				
PURCHASE OF MATERIAL				
TOTALS	7.50	7.50	42.55	\$57.55

REMARKS:

Received \$3,000.00
 Expenditure of Mission
 July 13 to Sept 28, 1943, inclusive,
 in United Kingdom 2,735.04
 Amount remaining
 Sept 28, 1943 \$ 214.96

Fund expended as follows:

Mass, Hotels & Accommodations	\$1,426.95
Taxis & Baggage	47.50
Railway Travel	937.92
Official Entertainment	150.15
Purchase of Information	61.50
Purchase of Material	59.10
TOTAL	\$2,725.04

[Signature]
 R. E. LOCKER
 Colonel, AUS

SECRET

(6 pages)

1.

REMAINING OPTION OF MISSION

UNVOUCHERED FUNDS REMAINING SEPTEMBER 28, 1943 - \$214.96

WEEK OF SEPTEMBER 26 - OCTOBER 2, 1943								
PLACE	Wash.	N.Y.	N.Y.	Wash.	Wash.	Wash.	Wash.	Total
DATE	Sept 26	27	28	29	30	Oct 1	2	
MESS		3.00	3.00					6.00
HOTEL		2.50	2.50					5.00
TAXI & BAGGAGE	1.50	.75	.75	1.50				4.50
RAILWAY	11.35		11.35					22.70
TOTAL	12.85	6.25	17.60	1.50				\$38.20

Travel and duty
in connection
with motion
picture report of
Mission.

[Signature]
R. E. DODGER
Colonel, AUS

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2.

WEEK OF OCTOBER 3 - 9, 1943

PLACE	Wash.	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	Wash.	Totals	REMARKS
DATE	Oct 3	4	5	6	7	8	9		
MESS		3.00	3.00	3.00	3.00	3.00		15.00	
HOTEL		2.50	2.50	2.50	2.50	2.50		12.50	
TAXI & BAGGAGE	1.50	.75				.75	1.50	4.50	
RAILWAY	11.35					11.35		22.70	
<u>TOTALS</u>	12.85	6.25	5.50	5.50	5.50	17.60	1.50	\$54.70	


 R. E. LOOKER
 Colonel, AUS
SECRET

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3.

WEEK OF OCTOBER 10 - 16, 1943								
PLACE	Wash.	Wash.	Wash.	Wash.	Wash.	Wash.	Wash.	Totals
DATE	Oct 10	11	12	13	14	15	16	
MESS			3.00	3.00	3.00	3.00	3.00	15.00
HOTEL			2.50	2.50	2.50	2.50	2.50	12.50
TAXI & BAGGAGE		1.50	.75					2.25
RAILWAY		11.35						11.35
TOTALS		12.85	6.25	5.50	5.50	5.50	5.50	\$41.10


 R. E. LOOKER
 Colonel, AUS

SECRET

4.

WEEK OF OCTOBER 17 - 23, 1943

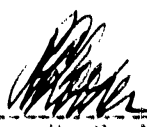
PLACE	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	Totals	REMARKS
DATE	Oct 17	18	19	20	21	22	23		
MESS	3.00	3.00	3.00	3.00	3.00	3.00	3.00	21.00	
HOTEL	2.50	2.50	2.50	2.50	2.50	2.50	2.50	17.50	
TAXI & BAGGAGE									
RAILWAY									
TOTALS	5.50	5.50	5.50	5.50	5.50	5.50	5.50	\$38.50	

[Signature]
 R. E. LOOKER
 Colonel, AUS

5.

WEEK OF OCTOBER 23 - 29, 1943

PLACE	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	N.Y.	Totals	REMARKS
DATE	Oct 23	24	25	26	27	28	29		
MESS	3.00	3.00	3.00	3.00	3.00	3.00	3.00	21.00	
HOTEL	2.50	2.50	2.50	2.50	2.50	2.50	2.50	17.50	
TAXI & BAGGAGE									
RAILWAY									
<u>TOTALS</u>	5.50	5.50	5.50	5.50	5.50	5.50	5.50	\$38.50	


 R. E. LOOKER
 Colonel, AUS

RET

SECRET

6.

WEEK OF OCTOBER 30 - NOVEMBER 5, 1943

PLACE	N.Y.	Wash.	Wash.	Wash.	Wash.	Wash.	Wash.	Totals	REMARKS
DATE	Oct 30	31	Nov 1	2	3	4	5		Total expenditure Sept 26 - Nov 5, 1943 - <u>\$230.10</u>
MESS	3.00							3.00	Cash on hand Sept 28, 1943 - <u>\$214.96</u>
HOTEL	2.50							2.50	Deficit - <u>\$15.14</u>
TAXI & BAGGAGE	.75	1.50						2.25	This deficit has been made good by funds from another secret source.
RAILWAY	11.35							11.35	
TOTALS	17.60	1.50						\$19.10	


 R. E. LOOKER
 Colonel, AUG

SECRET

LOOKER, R. E. 11,530 A

x Beach Jumpers
x Secret Mission
x War Dept. Planning Ed. 5

6 December 1945

COLONEL REHM

Since the attached seems to be a matter with which you would be concerned, it is being sent to you for appropriate action. The original copy has gone to Colonel Buxton.

C. A. Hane
Lt. (jg) USNR

SECRET

Look in R.E. 11.5 30 A

SECRET

(BB)

*x Beach Jumpers
x Secret Missions
x British War Rep. Planning Board*

19 June 1943

Lieut. Colonel David K. Bruce
Office of Strategic Services
17 Grosvenor Street
London, England

Dear Dave:

Please give Lieut. Colonel Looker, who will present this letter, any assistance which he may need in connection with a secret mission which he is undertaking on behalf of this Agency and of the War Department. In particular, it may be necessary for him to call upon your facilities in connection with still and motion picture photography and tactical drafting. Lieut. Colonel Looker will explain to you in person the purpose of his visit to London.

Yours sincerely,

William J. Donovan
Director

LEB:BLACK

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(25)

10 June 1943

MEMORANDUM FOR LIEUT. COLONEL LOOKER

Subject: Orders

1. You are hereby authorized and directed to proceed to the United Kingdom in accordance with your military orders for the purpose of

(a) Performing a secret mission for the Secret War Department Planning Board of which you are a member and Colonel Charles C. Blakeney, OGC, is President, and

(b) Performing a secret mission on behalf of the Office of Strategic Services in connection with the organization and training of certain units, which mission I am assured will not conflict with your duties on behalf of the War Department.

2. Upon arrival in London you will report to Lieut. Colonel David H. Bruce, AUS, Strategic Services Officer, European Theater of Operations.

William J. Donovan
Director

LEM:BLACK

SECRET

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Commander Ford
General Donovan

10 June 1943

Copies of British Sound Track Film

1. You are authorized to make two copies of a British Sound Track Film of between 9,000 and 10,000 feet in length, as requested by Lt. Colonel Looker for the Secret War Department Planning Board. Since this film is classified secret security, appropriate security precautions should be observed in the production of these copies.

W. J. D.

LEE:BLACK

SECRET

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Lt. Colonel W. Lane Helm
General Donovan

10 June 1943

1. You are authorized to advance up to \$3,000 in unvouchered funds to Lt. Colonel Lecker to be used by him in connection with his duties, pursuant to the attached orders.

2. This advance will, of course, be made subject to your usual accounting requirements.

W. J. D.

Attachment

LEET:BLACK

SECRET

Locker R. E. - 11,530
 ✓ B. L. Jumper

SECRET

(25)

10 August 1943

MEMORANDUM FOR COLONEL CHARLES C. BLAKENY,
 JOINT INTELLIGENCE COMMITTEE

SUBJECT: Memorandum of 29 July 1943 from Colonel
 Blakeny to Director of Strategic Services

1. The negative of the film concerning Beach Jumpers prepared at Camp Bradford, Virginia, during the month of June 1943 is in the safe custody of our Field Photographic Branch.

2. Prior to the receipt of your memorandum of 29 July 1943, two prints of the film had been made: (One was delivered to the Navy, Commander Thach; and the other to the Army Experimental Station at Fort Hancock, N.J., Lieut. Colonel Bailey.)

3. In accordance with the request contained in the subject memorandum, an additional copy of the film has been made and delivered as a replacement for the copy which you delivered to us for dispatch to Colonel Locker in London in conformance with the recent cable from Locker requesting same.

William J. Donovan
 Director

PUTZELL:XXXXX BLACK

SECRET

SECRET**THE JOINT CHIEFS OF STAFF**

JOINT INTELLIGENCE COMMITTEE

WASHINGTON

29 July 1943

MEMORANDUM FOR DIRECTOR, OFFICE OF STRATEGIC SERVICES:

Request information concerning the whereabouts of the negative of the film concerning Beach Jumpers which was prepared under the supervision of Colonel, then Lt. Colonel, R. E. Looker at Camp Bradford, Virginia, during the month of June, 1943.

I am given to understand that two prints of this film, and only two, were made, one of which was delivered to the Navy (Commander Thach) and the other to the Army Experimental Station at Fort Hancock (Lt. Col. Railey).

If the above statements are correct, and the negative is in the possession of the Office of Strategic Services, it is requested that one additional copy be made and forwarded to the Army Experimental Station, Fort Hancock, New Jersey, in care of Lt. Col. H. H. Railey, as a replacement for the copy originally furnished him and recalled for dispatch to Colonel Looker in London.

Charles C. Blakeney
CHARLES C. BLAKENEY,
 Colonel, G.S.C.
 President, Planning Board.



This document contains information of a confidential nature and its disclosure to unauthorized persons is prohibited by law.

SECRET

10044, A.F. 11,520
Beach Samples

6/21/43.

To:

Chris Chalkin
Men Recruitment

The Men Dept wants

* send Col. Cretchen
here. I don't want him
to preempt me of our
process in Calumet.

I would like to
put them in place,

Director's Office

(3300) Common, Vandenberg
before time runs out
(are they there we should have)

210.2

SECRET

June 22, 1945

MEMORANDUM TO: Mr. Charles Cheston,
Special Assistant to the Director,
Room 124, Administration Building.

FROM: Lt. Colonel R. E. Locker, A.U.S.,
Room 211, Central Building.

SUBJECT: Memorandum to General Donovan.

Pending War Department orders with regard to me indicate that I should report to you upon a paragraph of a memorandum written by me to General Donovan on May 24, 1945, and discussed with him on that date.

The last paragraph of this memorandum expresses the plan to transfer me to the War Department and General Staff duty after my promotion. The General concurred in this.

One change, however, is dictated by War Department orders which are pending to send me on a secret mission to the United Kingdom (not to the South Pacific as originally thought). In connection with this mission I have received orders from General Donovan to perform another secret mission in England for the O.S.S., parallel with the War Department mission, and I am being supplied with O.S.S. funds for this purpose. The mission will leave about the middle of July and return to the United States not later than the first of September.

The point of this comment to you is that my transfer out of the O.S.S. will not be requested by Colonel Blakeney for the War Department until after the first of September -- else I would not be able to perform the O. S. S. mission for the General. This would delay making a vacancy in the O.S.S. for the promotion of another officer until after that date.

ml

R. E. Locker
Lt. Colonel, A.U.S.

Copy to Mr. Hest
SECRET

General Donovan

May 24, 1943

Lt. Col. Looker

Activities of Lt. Col. Looker

For ten days, ending May 21, I was engaged, with two cameramen and an animator from O.S.S., in preparing a photographic record of Beach Jumpers equipment and tactical training. This record, now being edited and captioned, is a voice film to run approximately eighteen minutes. It will be of great use to the operation, since prints of it will be taken to General Eisenhower and General MacArthur. When the film is completed, I would appreciate it if you could see it.

My status as liaison officer between the Office of Strategic Services, the Secret War Department Planning Board, and the Unit in training at Camp Bradford, Virginia, thanks to your arrangement with Col. Blakney, has proved effective--since I have been able to travel between Washington, New York, and the Amphibious Training Base, without the necessity of having War Department Orders. Colonel Blakney expresses himself as appreciative of my services in keeping him informed as to progress with equipment and training, and by making recommendations which have been carried out.

In process is a War Department order placing me upon the Secret Planning Board which, without conflicting with my status, will give me authority to take spot action to expedite deliveries of equipment and training of personnel.

- 2 -

Presently, it will be greatly appreciated by the Planning Board if I proceed to Sandy Hook to help in the organization of Army Beach Jumper Units with the experience which I have gained in observation at Bradford. Knowing your mind and your desire to cooperate fully, I have told Col. Blakney that you would undoubtedly approve, keeping me on a "loan basis" for this duty.

It appears that the Planning Board would like my services between Washington and Sandy Hook, and then, possibly, on mission as suggested above to General MacArthur. I have said that I felt your cooperation would extend up to the point of orders to MacArthur, but that the War Department should issue my travel orders thereafter.

Col. Blakney has been informed of the action you have taken with regard to requesting a Colonelcy, in the next quarterly allotment, in some branch of the O.S.S. which you would fill by my promotion. He wishes my transfer to General Staff duty and to him, but will wait until the allotment goes through or fails before asking you for me. While I hate to get out from under your hands, being, as you know, most appreciative of both your command and friendship--yet, since the combat propaganda project has not materialized, I feel that I should eventually return to General Staff duty. There will be, however, a slight compensation to the O.S.S. for my being allowed to remain here pending the allotment, since, when I am transferred back to the War Department it will leave a vacancy for a full Colonel which can be filled, as soon as I leave, by a deserving O.S.S. officer.

**SECRET**

To *Myr Davis*

Locker RF 1152c
** Beach Jumpers*

OFFICE OF STRATEGIC SERVICES

SECRET

INTEROFFICE MEMO

TO: General Donovan
 FROM: Lt. Colonel Locker

DATE: June 18, 1943

SUBJECT: Activities of Lt. Colonel Locker

1. The film of secret "Beach Jumpers" equipment and tactics has been completed as far as photographic sequence and cutting. Script for sound track has been approved by Colonel Wakeney and Commander Thatch. When the Photographic Unit completes the track, I will show the film to you.
2. A joint Army-Navy Mission to the United Kingdom has been approved by the Joint Chiefs of Staff, following approval by the British War Office. This Mission will have nothing to do with Commandos or subversive activities, but will relate entirely to the peculiar operations I have been involved in with Colonel Wakeney. Five officers will go. One Naval officer and one Marine will be designated by the Navy. Three officers, including myself, will be designated by the Army. Since Army-Navy coordination is required (which I am accomplishing) the Mission may be delayed to the latter part of July, due to the present duties of the Navy officers which the Office of COMINCH particularly desires to go. I am, however, hopeful of being able to push up the Navy schedule somewhat.
3. The JCS directive places the responsibility for orders and transportation on OPD, so that no request need be made by OSS.
4. Further travel by me in the United States on the project appears to be unnecessary, with the exception of one or two trips to Ft. Hancock to the Army Experimental Station there.
5. Meanwhile I am preparing for the mission by working with the other two Army officers named to it, one for the tactical study, and the other for the technical study.
6. It is my hope that when I get abroad I may be able to persuade the British to let me make a record-report film, using OSS photographic personnel in England, of the Special Activities on the basis of making it for them, and then requesting a copy for ourselves.

SECRET

7. I will keep you posted on further developments.



R. W. LOOKER,
Lt. Colonel, A.U.S.

SECRET

SECRET

General Donovan

June 10, 1945

Lt. Colonel Looker

Activities of Lt. Colonel Looker

1. The film of secret "Beach Jumpers" equipment and tactics has been completed as far as photographic sequence and outting. Script for sound track has been approved by Colonel Plakeney and Commander Thatch. When the Photographic Unit completes the track, I will show the film to you.

2. A joint Army-Navy Mission to the United Kingdom has been approved by the Joint Chiefs of Staff, following approval by the British War Office. This Mission will have nothing to do with Commandos or subversive activities, but will relate entirely to the peculiar operations I have been involved in with Colonel Plakeney. Five officers will go. One Naval officer and one Marine will be designated by the Navy. Three officers, including myself, will be designated by the Army. Since Army-Navy coordination is required (which I am accomplishing) the Mission may be delayed to the latter part of July, due to the present duties of the Navy officers which the Office of COMINCH particularly desires to go. I am, however, hopeful of being able to push up the Navy schedule somehow.

3. The JCS directive places the responsibility for orders and transportation upon OPD, so that no request need be made by OSS.

4. Further travel by me in the United States on the project appears to be unnecessary, with the exception of one or two trips to Ft. Monmouth to the Army Experimental Station there.

5. Meanwhile I am preparing for the mission by working with the other two Army officers named to it, one for the tactical study, and the other for the technical study.

6. It is my hope that when I get abroad I may be able to persuade the British to let me make a record-report film, using OSS photographic personnel in England of the Special Activities-on the basis of making it for them, and then requesting a copy for ourselves.

7. I will keep you posted on further developments.

R.E. LOOKER,
Lt. Colonel, U.S.

SECRET
SECRET

Locker, R.E. *14530*
x Beach Jumpers **SECRET**
Brace

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: General Donovan
 FROM: Lt. Col. Locker
 SUBJECT: Activities of Lt. Col. Locker

DATE: *To Col.* May 24, 1943 *Brace*

For ten days, ending May 21, I was engaged, with two cameramen and an animator from O.S.S., in preparing a photographic record of Beach Jumpers equipment and tactical training. This record, now being edited and captioned, is a voice film to run approximately eighteen minutes. It will be of great use to the operation, since prints of it will be taken to General Eisenhower and General MacArthur. When the film is completed, I would appreciate it if you could see it.

My status as liaison officer between the Office of Strategic Services, the Secret War Department Planning Board, and the Unit in training at Camp Bradford, Virginia, thanks to your arrangement with Col. Blakney, has proved effective--since I have been able to travel between Washington, New York, and the Amphibious Training Base, without the necessity of having War Department Orders. Col. Blakney expresses himself as appreciative of my services in keeping him informed as to progress with equipment and training, and in making recommendations which have been carried out.

In process is a War Department order placing me upon the Secret Planning Board which, without conflicting with my status, will give me authority to take spot action to expedite deliveries of equipment and training of personnel.

SECRET

SECRET

- 2 -

Presently, it will be greatly appreciated by the Planning Board if I proceed to Sandy Hook to help in the organization of Army Beach Dumper Units with the experience which I have gained in observation at Bradford. Knowing your mind and your desire to cooperate fully, I have told Col. Blakney that you would undoubtedly approve, keeping me on a "loan basis" for this duty.

It appears that the Planning Board would like my services between Washington and Sandy Hook, and then, possibly, on mission as suggested above to General MacArthur. I have said that I felt your cooperation would extend up to the point of orders to MacArthur, but that the War Department should issue my travel orders thereafter.

Col. Blakney has been informed of the action you have taken with regard to requesting a colonelcy in the next quarterly allotment, in some branch of the O.S.S. which you would fill by my promotion. He will have my transfer to General Staff duty and to him, but will wait until the allotment goes through or fails before asking you for me. While I hate to get out from under your hand, being, as you know, most appreciative of both your command and friendship--yet, since the combat propaganda project has not materialized, I feel that I should eventually return to General Staff duty. There will be, however, a slight compensation to the O.S.S. for my being allowed to remain here pending the allotment, since, when I am transferred back to the War Department it will leave a vacancy for a full Colonel which can be filled, as soon as I leave, by a deserving O.S.S. officer.


SECRET

Looker, R.E. 16580
 X Beach Jumpers
 SECRET

General Donovan

May 24, 1948

Lt. Col. Looker

Activities of Lt. Col. Looker

For ten days, ending May 21, I was engaged, with two cameramen and an animator from O.S.S., in preparing a photographic record of Beach Jumpers equipment and tactical training. This record, now being edited and captioned, is a voice film to run approximately eighteen minutes. It will be of great use to the operation, since prints of it will be taken to General Eisenhower and General MacArthur. When the film is completed, I would appreciate it if you could see it.

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SECRET

SECRET

- 3 -

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SECRET

Looker, R. E. 11,580
x Beach Campers.

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

May 6, 1943

MEMORANDUM:

TO: Mr. Ed Roy, Administration Bldg.
FROM: C. Clements

Will you please tell General Donovan,
that, since the attached memoranda were written,
Colonel Clements has been kind enough to
supply Colonel Looker with two camouflages, one
dark green, and the necessary equipment.

cc.

SECRET
OFFICE OF STRATEGIC SERVICES

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D C

May 4, 1945

MEMORANDUM

SECRET

TO: General William J. Donovan
FROM: Colonel R. E. Locker
SUBJECT: Invitation to Tactical Exercises of Beach Jumpers.

Sometime after May 15th special tactical exercises will demonstrate the operations of the Beach Jumpers at Camp Bradford, Virginia. At this exercise will be representatives of the Army, Navy and Marine Corps. General Deane, Ground Forces, is deeply interested and will be present and the War Department Planning Board, of which Colonel Hickeney is Chairman, has asked me to extend to you a personal invitation to these exercises.

Your cooperation in loaning me to the operation has, it appears, been extremely helpful to the work there.

I attach a copy of memorandum with regard to a photographer and a draftsman, which indicates one angle of the assistance given this Project by the Office of Strategic Services.

A report to you of the development of the Beach Jumpers' work can, I feel, best be made to you by your own personal observation, and for this reason I am most hopeful that you can accept this invitation. I can guarantee a day of great interest.


R. E. L.

May 4, 1948

MEMORANDUM:

TO: Mr. Frederick Oconnor

FROM: Colonel R. E. Looker

SECRET

SUBJECT: Request for OSS Cooperation with Beach Jumper's Project.

Request has been made by Colonel Blakeney, Chairman of the War Department Committee, which has under its supervision the Beach Jumper's Project, that the Office of Strategic Services cooperate with the Project by supplying to it, temporarily, the services of a competent motion picture and still cameraman and a mechanical draftsman.

The services of the cameraman, his equipment and material is requested for the purpose of making a photographic record of the special devices and weapons used by this project and of such of its tactical exercises as are done by daylight--or daylight photographs of rehearsals for tactical exercises which are actually done by night. The cameraman may be a civilian, but I will make the arrangement for his entry into military and naval areas. His work to be aboard small boats and on land he should be physically able to stand considerable running around.

The draftsman would be used for the production of sketches and diagrams to illustrate the assembly of equipment, and to draw charts of tactical operations using these devices.

During the period of duty both men would be issued warm clothing and other necessary equipment for their comfort and convenience, and would be billeted and fed by the Beach Jumper's Unit. Their services are requested for a period of no longer than ten days beginning as soon as it is conveniently possible.

It would be appreciated if transportation is furnished these men from Washington to Norfolk and return, further transportation from Norfolk to Camp Bradford will be provided by me. I think it advisable that when they are ready to go that I accompany them. I would be responsible for their working conditions and for the direction of their work. These men will provide necessary material which, at the moment, is not otherwise available.

If this can be arranged Colonel Blakeney will be deeply appreciative as will the authorities at Bradford.

R. E. L.

Locker, CDR FS 1/24/44
+ War Dept. Bureau

December 13, 1943

Colonel R.E. Locker, AUS
c/o Commanding Officer
Army Experimental Station
Fort Hancock, New Jersey

Dear Colonel Locker:

Your recent memorandum has just
come to my attention.

I note that it is your understand-
ing you are to receive orders relieving you
of duty with the OSS and I have, therefore,
asked the Commanding Officer of Headquarters
Detachment to proceed with the same if he has
not already done so.

I also observe that you will make
a personal report to General Donovan on his
return. At that time I hope you will give
me the pleasure of talking with you personally.

With kind regards, I am,

Most sincerely,

U. Edward Burton
Acting Director

ONB FS

copy for Col. Hoag

Date 7 December 1943To: COLONEL BUXTON

The attached letter from Colonel Looker gives his present address. We have sent a copy to Colonel Hoag and have called his attention particularly to the second paragraph in which Colonel Looker expresses his understanding that he will presently receive orders relieving him from duty with OSS.

See above
by Capt. C. L. L. &
by transfer of the Secretariat
of ass. HEB.
 (9139)

HEADQUARTERS
ARMY EXPERIMENTAL STATION
FORT HANCOCK, NEW JERSEY

Postman, Cal RE 11, 265
REL/100
+ 1000: Dept Personnel

3 December 1943

Colonel G. Edward Buxton
Acting Director
Office of Strategic Services
Washington 25, D.C.

My dear Colonel:

In order to be sure that there is an accurate record of my address, while I am engaged in the completion of the report of the Joint Army-Navy Mission to the United Kingdom, it is:

Colonel R. E. Looker, AUS,
c/o Commanding Officer,
Army Experimental Station,
Fort Hancock, New Jersey.

It is my understanding that presently, if it has not already been done, I shall receive orders relieving me of duty with the Office of Strategic Services, and I am forwarding my address to you again, in order to be sure that I promptly receive copies of these orders.

When General Donovan returns, I shall find the first opportunity to make a personal report to him, as he directed, and at the same time clear out such personal files and effects as are still in Mrs. Clement's possession, and with Lieutenant Dolan.

Most cordially yours,

R. E. Looker
R. E. LOOKER
Colonel, AUS

SECRET
The Adjutant General's Office
Washington, D. C.

AG 200.4
(6 Jul 43)PO-A

Looker R.E. 11, 265
x War Dept Personnel
DDO/1b1/1gp/1515 Mon
Br. 77167

12 July 1943.

Subject: Orders.

Thru: ☒ Director Strategic Services,
Washington, D. C.

SECRET
Auth: T. K. G.
Initials: *T.K.G.*
Date: 12 Jul 43

To: Lieutenant Colonel Reginald E. Looker, O-399333, AUS.

1. The Secretary of War directs that Lieutenant Colonel Reginald E. Looker, O-399333, AUS, now on duty in Washington, D. C., proceed on or about 17 July 1943, on temporary duty from Washington, D. C., to London, England, and to such other places within the United Kingdom as may be necessary in the performance of his mission. He will report to The Adjutant General, Room 1048, Munitions Building, for temporary duty, and upon completion of this temporary duty, he will proceed from Washington, D. C. and/or New York, New York to London, England. Upon completion of this temporary duty, he will return to his proper station, Washington, D. C.

2. TDM 1-5413 P 432-02, 03 A 045-24. Travel by military, naval or commercial aircraft, ferry or naval transport, commercial steamship, belligerent vessel or aircraft and rail is directed. TD by air (AFM-3-70090) from Washington, D. C. and/or New York, New York to London, England, and to such other places in the United Kingdom as may be necessary, and return, is necessary for the accomplishment of an emergency war mission. A baggage allowance of fifty-five (55) pounds, to include all personal effects, clothing, medical kit, canteen and emergency rations, is authorized while traveling by military, naval or commercial aircraft.

3. In lieu of subsistence a flat per diem of \$6.00 is authorized while traveling on official business and while absent from permanent station, in accordance with existing law and regulations. When Government quarters or billets are furnished and messing facilities are available, per diem allowances are suspended.

4. Officer should advise his correspondents that mail will be addressed to him at APO 4200, c/o Postmaster, New York, New York.

Incls.

Distribution:
OBS:cor (1)

Officer's Branch, General Section, AGO, 1048 Munitions
OPD, WDGS, Rm 3D 800, The Pentagon
Army Postal Service, Rm 3E 561, Pentagon
OIC, Embarkation APO, 444 Lexington Ave., NY, NY (2)
CG, APO 837, c/o Postmaster, New York, N.Y.

SECRET

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: General Donovan
FROM: Colonel Looker
SUBJECT: Status of Colonel Looker

DATE: April 27, 1943

The heat on the Amphibious Deception Operation is getting the Navy slightly jittery in its staff work - to the degree, at least, that it is reaching out to have transferred to it all officers with the deception know-how. The Navy may ask for me. In that case, I would appreciate it if you refused to release me to them - since my present status on loan from you will accomplish more for the operation and keep the OSS finger in it. Thanks.


R.E. Looker
Lt. Colonel, A.U.S.

SECRET

100X 11, NE 11,265
War Dept Personnel

7 July 1943

TO: OSS Board of Officers

SUBJECT: Promotion of Lt. Colonel R. M. Looker, O-399333

✓ 1. Prior to his departure General Donovan expressed his willingness to recommend the promotion to Colonel of subject officer. As Acting Director I recommend this promotion.

2. Subject officer has been in grade since 1 February 1942. He has been with OSS since January 1943, having been transferred here from G-2. Since the combat propaganda companies were transferred back to the War Department he has been working on research in combat deception. He is about to proceed overseas on a mission for an important War Department Unit and the OSS on which he is shortly to depart for the United Kingdom.

3. I personally recommend Lt. Colonel Looker's promotion on the ground that he has intelligence, energy, enthusiasm, and the general qualifications to justify such action, and especially because I am assured that in the grade of Colonel he can perform his duties better in connection with his joint overseas mission.

G. Edward Buxton,
Acting Director.

SECRET

General Donovan

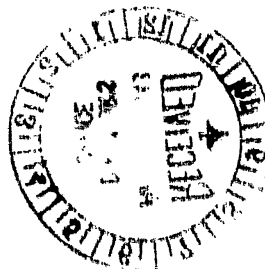
April 27, 1943

Colonel Looker

Status of Colonel Looker

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R.E. Looker
Lt. Colonel, A.U.S.



SECRET

Handwritten: *Oliver L. Lundquist*
March 9, 1943
Chief of Naval Personnel

March 9, 1943

From: The Director of Strategic Services
 To: The Chief of Naval Personnel

Subject: Oliver L. Lundquist

1. Mr. Oliver L. Lundquist is applying for a commission in the U. S. Naval Reserve. He is employed in the Office of Strategic Services.
2. He is hereby released for service with the armed forces.
3. If qualified for appointment and is appointed, it is requested that he be certified and ordered to the Office of Strategic Services for assignment.
4. Mr. Lundquist is recommended as being qualified under Special Program No. 28-42.
5. The nature of Mr. Lundquist's duties will be such as to warrant a waiver of any non-organic physical defect and it is requested that such waiver, if required, be granted.
6. Mr. Lundquist's address is:
 Office of Strategic Services,
 Washington, D. C.

William J. Donovan
 Director

Lustrac is in New York 12/6/43
X11. Military Mission

MEMORANDUM

RE: Major Lustrac

Came to the United States originally in 1939 and at that time was on duty in some capacity with the Vichy Embassy. In 1941 he was in Algiers with Weygand.

Graduated from St. Cyr 1913-1914; Cavalry School, Saumur, 1919-1920.

Married an American girl from Norfolk, Virginia. Is a member of Sons of the American Revolution.

Presently engaged by the French Military Mission in this country for the purpose of recruiting French personnel for African service. It is understood that he is not a member of that Mission.

It is said that he is not highly regarded by the members of the Mission since he has not exercised the proper tact in asking for interviews with officials of the American Government, and he has been criticized for representing himself as from the Mission, when he actually is more in the character of an employee of that Mission.

He is said to be pro-Pétain, anti-Laval, and that his political leanings are toward the Royalists.

Superseded, during the last month, in his position of recruiting French personnel for African service in connection with the French Mission, by a man of higher rank called Pilot who has come to the United States from Peru recently. Lustrac has become a sort of minor assistant to him. According to one source Lustrac was never a member of the Vichy Embassy, in fact never held a job before. He is completely ineffectual, and seems to have mostly on his mind the fit of his uniform and the impression he makes on the young girl secretaries--so much so that he was reprimanded by his superiors and is at this point pathetically crushed and is considered of very little importance by the Mission. He is about 48 years old and is married to a rich American from Norfolk. He has been in the United States for some time. His rank in reality is only that of a Captain.

Lustrao, Major de

Superseded, during the last month, in his position of recruiting French personnel for African service in connection with the French Mission, by a man of higher rank called Pilot who has come to the United States from Peru recently. Lustrao has become a sort of minor assistant to him. According to source Lustrao was never a member of the Vichy Embassy, in fact never held a job before. He is completely ineffectual, and seems to have mostly on his mind the fit of his uniform and the impression he makes on the young girl secretaries--so much so that he was reprimanded by his superiors and is at this point pathetically crushed and is considered of very little importance by the Mission. He is about 48 years old and is married to a rich American from Norfolk. He has been in the United States for some time. His rank in reality is only that of a Captain. Member of S.I., Washington staff, OSS, who has been working closely with the French Mission, February 25, 1943

LUSTRAC, Jean Baron de

He was born in Chatellerault, France, on October 13, 1894.
Attended St. Cyr in 1913-14.

During the World War he was a second lieutenant in the 17th Dragons. He was wounded in the hip and asphyxiated. He was also in the Army of the Rhine from 1920 to 1923, in the headquarters of the Cavalry.

On March 10, 1927 he was retired on a captain's pension as a result of his injuries.

In 1939, while in New York, he re-entered the French Army. He was demobilized in July 1940 and put on convalescent leave.

He left France in 1941 by way of Algiers, then to New York.

He belongs to the Sons-of-the-American Revolution and the Order of Cincinnati and represents France in both of these organizations.

He has been attached to the French Military Mission since January 5, 1943, in their Recruitment Bureau.

According to a FBI report #100-2683, dated December 2, 1942 the above has been a frequent visitor to the United States during the last ten years. He is married to the former Helen Reid, daughter of the late Percus Reid, wealthy cotton broker of Norfolk, Virginia. Mrs. Justine is reported to be anti-Semitic, anti-German, anti-British, anti-Laval and pro-Pétain. He is reported to have been seen copying blinker signals from US warships off Virginia Beach, Va. Interview of indication reflects that subject is not considered dangerous. Reference (a) contains the above information and reflects that a servant in Reid summer place in New York Harbor, Maine is reported to have said that he dined with Hitler. Once pending with FBI.

10, 542
Loisel -
x French Intel -
x Petain

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

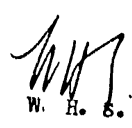
MEMORANDUM

TO: Colonel Wm. J. Donovan
FROM: Whitney H. Shepardson

After looking over the attached memorandum from Mr. Dolbeare, I decided it might be of interest to you.

Commandant Loisel's remarks as here reported seem particularly interesting because, according to them, Marshal Petain would seem to have known of the American Expeditionary plans regarding North Africa at least a day before the landing.

Commandant Loisel's general comments also seem of interest if he is the trustworthy person which the New York Office appears to believe is the case.


W. H. S.

Attachment

SECRET

16107B

At the moment when the Americans were about to land in Oran, the commanding officers of thirteen merchant vessels were summoned to the office of Capitaine de Vaisseau DESPRES, in command of the base at Oran, to hear the following orders: "I have just received a telegram from Marshall Pétain who orders that all ships be sunk and that none fall into the hands of the Americans." Twelve French boats left the port of Oran and scuttled in the channel. I refused to scuttle my boat. The following day Commander Després asked me again to capsize my boat, to which I answered that I would do so in the evening (explaining my delay on technical grounds). I wanted to stall until the arrival of the Americans. Afterwards, Commander Després stated that my case was being examined by the General and that it was possible that extreme punishment be taken against me. Soon after that the Commander was on the best of terms with the American authorities and is still holding his post at Oran."

"I distrust everything that comes from the offices of the so-called "National" Navy, and I swear to you that we are still sailing under Vichy codes. Moreover, if I were to receive an order to put in to a neutral port, I would not obey. I have complete confidence in the destinies of the Allies and of the France that follows them loyally."

February 13, 1943.

MEMORANDUM

TO: Mr. F. L. Mayer
FROM: F. R. Dolbears

In connection with the attached memorandum, J.R., of the New York staff, reports as follows:

"About a week ago the French tanker LORRAINE (15,000 T.) arrived in New York from North Africa. The captain, Commandant LOISEL, who gives the impression of being entirely trustworthy, confidentially made certain remarks to a friend here in New York, some of which may prove to be of value. I report them herewith.

"Commandant Loisel has no thought of joining the Free French (as many Vichy sailors have done recently) for he considers himself bound by his contract with the U.S. authorities who re-equipped his boat and gave him an opportunity to go to sea again after two years of idleness in North African ports."

J.R.D.
F.R.D.

Loewy, Raymond 10,234

January 30, 1943

Mr. Raymond Loewy,
580 Fifth Avenue,
New York, N.Y.

Dear Raymond:

I have your letter and I have sent it on with
a letter from me to General Campbell of the Ordnance
Department. I hope something comes of it.

Sincerely,

William J. Donovan
Director

Loewy, Raymond 10,234

January 29, 1943

Major General Levin H. Campbell,
Room 4 E 400
Pentagon Building,
Arlington, Va.

✓
My dear General Campbell:

I enclose a letter from Raymond Loewy who
has helped us in our visual presentation work.

I thought he might be a man your people
would like to look at.

Sincerely,

William J. Donovan
Director

C
O
P
Y

RAYMOND LOEWY
580 Fifth Ave.
New York.

January 27, 1943

Colonel William J. Donovan
Office of Strategic Services
25th Street, N.W.
Washington, D.C.

Dear Colonel Donovan:

Enclosed is a selection of photographs of various types of heavy equipment as illustrations of our recent work. Most of these are in production, some others are post-war developments already in model form. In the course of our meetings with the Ordnance Department I had occasion to see some types of tanks and armored vehicles being developed and know that this is exactly the type of problem that can be handled with greatest effect by my staff. In addition to the technical ballistic requirements the successful development of this type of equipment required imagination and foresight backed by practical engineering knowledge. This is the service demanded to a high degree by our clients and the enclosed photographs are offered as evidence of our abilities in this direction.

The brilliant achievements of the Ordnance Department in this war indicates a far-sighted design philosophy on the part of its executive staff, and my assistants and myself feel that we have a definite contribution to offer to them. We are equipped to do it, and to do it fast. How could we get a test design job to do so we can prove the fact and help in the war effort with all the enthusiasm and knowledge stored away in our sixty engineers, designers and myself?

I thank you in advance for anything you can do to assist us in getting some work in a field where we can be of such help.

Yours sincerely,

(sgd) RAYMOND LOEWY

1. and 2. and 3. 10. 15. 4.
 A. Maltonal
 X Receipt

ADDITIONAL MATERIAL FROM SPANISH TOUCH

Received Jan. 20, 1943

A 1770 ✓	A 1820 ✓
A 1760 ✓	A 1780 ✓
A 1765 ✓	A 1763 ✓
A 1770 ✓	A 1781 ✓
A 1777 ✓	A 1780 ✓
A 1778 ✓	A 1803 ✓
A 1780 ✓	A 1780 ✓
A 1741 ✓	A 495 ✓
A 1742 ✓	A 1740 ✓
A 1740 ✓	A 1761 ✓
A 1738 ✓	A 1764 ✓
A 1760 ✓	A 1762 ✓
A 1761 ✓	A 1740 ✓
A 1762 ✓	A 1747 ✓
A 1763 ✓	A 1745 ✓
A 1760 ✓	A 1744 ✓
A 1760 ✓	A 1743 ✓
A 1767 ✓	A 1740 ✓
A 1764 ✓	
A 1760 ✓	

1. Maltonal ✓
 10/11
 10/11

FileLoud, Gordon 10,154
* A Material
* ReceiptColonel Donovan
Gordon Loud

Jan. 29, 1943

The following Near East reports listed below
have arrived this week from Tehran, Baghdad and
Jerusalem. I think the last one especially fine.

- ✓ A1630 "English 10th Army in Iran" - Tehran
- ✓ A1631 "Recent Disorders in Tehran" - Tehran
- ✓ A1632 Road report - Tehran
- ✓ A652 Press reports from Iraq - Baghdad
- ✓ A1643 "Minorities vs Majorities in Near East" - Baghdad
- ✓ A1302-111 2nd Instalment Palestine road report - with
map. - Jerusalem.

G. L.

Received by: *[Signature]*

Date: _____

Ret. (copy)
for [unclear]

Colonel Donovan

Jan. 21, 1943

Gordon Loud

Thank you for your memorandum of January 17th which accompanied the return of the reports I left with you last week.

1. Enclosed are the requested copies of A-1302 and A-831. The second installment of the latter which you saw in its original is in process of reproduction. You will receive a copy when it is completed.
2. Also enclosed is the latest installment of A-1347 which arrived this week. In your memorandum you asked what I would do with this material. I agree with you and Major Bruce that it should be distributed to the British, CE, and that Cottrell should take down the names. In addition, I believe it should go to G-2 and O.N.I. Through our close working arrangements with our opposites in G-2, I know they are interested in this type of material. I also know that O.N.I. is attempting to collect this same sort of information from relatively the same locality. This fact I shall call to Cottrell's attention as it would be interesting to compare their results with ours. I think we'll win, for I personally know both men on the job and know that we have a better one with better and more far-reaching contacts.
3. Additional reports enclosed are A652-1215, A-1594, and A622-1215, all from Iraq.

GL

Received by DormanDate Jan 22/43

Returned 1/23/43.

Gordon Loud

In reply address not the sheet of this
letter, but Bureau of Naval Personnel,
Navy Department, Washington, D. C.
Refer to No. 810504-

Pers-320-P

NAVY DEPARTMENT
BUREAU OF NAVAL PERSONNEL

WASHINGTON, D. C.

January 18, 1943.

My dear Mr. Donovan:

Receipt is acknowledged of your letter of
January 9, 1943, concerning Mr. Duane D. Luther, and
it has been filed with his official record in the
Bureau.

Very truly yours,

RANDALL JACOBS,
The Chief of Naval Personnel.

m. a. Baber
M. A. Baber,
By direction.

Mr. William J. Donovan,
Director, Office of Strategic Services,
Washington, D. C.

*Luther, Duane 9892
X Navy Dept Pers.*

January 9, 1943

From: The Director of Strategic Services
To: The Chief of Naval Personnel
Subject: Mr. Duane D. Luther

1. In June of 1942, following his return from South America, Mr. Luther made application in California for a commission in the United States Navy. After waiting approximately four months, Mr. Luther applied for a position in the Office of Strategic Services, and entered into special training for this office on October 19, 1942. During the first week of this training period he was advised that his application for a Naval commission had been approved.
2. His proposed mission for the Office of Strategic Services is an extremely important one, involving considerable personal sacrifice and hazard in an area concerning which the various departments of the armed forces have little accurate information. In the hope that he would be able to accept the naval commission and still proceed on his mission as a Naval Reserve Officer in an inactive status, Mr. Luther accepted the commission and requested a deferment from active duty, and also permission to leave the United States.
3. The Bureau of Personnel, Deferment Committee, determined that it could not accede to this request for deferment and proposed to discharge him honorably and without prejudice.
4. It is requested that this memo be included in Mr. Luther's record, in order to clarify his status in the event that he should renew his application to enter the Navy upon the completion of his current mission.

William J. Donovan
Director

*Looking after 76-7
Miss Jensen*

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

January 15 1943

Division of Accounts
Room 2
Department of State
Washington, D. C.

Dear Sirs:

Pursuant to the request of Miss Jensen
of your division, I return to you herewith the fol-
lowing Requests for Transportation which were issued
to Miss Helen N. Ludwig:

854,009
854,019
854,020.

Sincerely yours,

William A. Kimbel
Special Assistant to Director

Enclosures (3)

cc: Mrs. O'Donnell ✓

11/14/42
11/14/42
will

OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: COLONEL DONOVAN
FROM: WILLIAM A. KIMBEL
SUBJECT:

DATE: NOVEMBER 14, 1942

I discussed with the Department of State the matter of their releasing Miss Helen Ludwig from her commitment to accept appointment in the foreign service of the Department. The Department has agreed to this release. I suggest that Miss Ludwig be instructed to write Mr. Shaw a letter of explanation and appreciation.

WAK
W. A. K.

Ludwig 9069
x Lisbon

November 10, 1942

MEMORANDUM

FOR: Mr. Opsata

FROM: Mr. Murphy

I have talked with Major Bruce and he has authorized me to arrange to send Miss Ludwig to Lisbon. She should be given an administrative classification, with a salary of \$20,600 plus allowances. Will you please make the necessary arrangements, and I will ask her to come to Washington for special schooling before she leaves.

To: _____

PERSONAL PAPERS OF HELEN LUDWIG.

*for 4 neg for Transp. & Co.
Leaves to Kinship 4/17
To State 4/15/43*

Director's Office

(9308)

ADDRESS OFFICIAL COMMUNICATIONS TO
THE SECRETARY OF STATE
WASHINGTON, D. C.



DEPARTMENT OF STATE
WASHINGTON

In reply refer to
DA

November 11, 1942

Miss Helen N. Ludwig,
850 West 176th Street,
New York, New York.

Madam:

The Department takes pleasure in appointing you as a Clerk in the American Foreign Service Auxiliary with salary of \$1800 per annum. You are assigned for duty at the American Embassy at Montevideo, Uruguay and you should proceed to your post as soon as possible.

In accordance with the provisions of the existing regulations, the required deduction of five percent will be made from your salary for deposit in the Civil Service Retirement and Disability Fund.

This appointment is made for the duration of the emergency, and the Department will not pay your return transportation expenses to the United States if you resign prior to the conclusion of the emergency, or alternatively, prior to the completion of two years' service.

It will be necessary for you to submit a doctor's certificate attesting to your physical fitness for the duties of the Foreign Service.

On the date you depart from your home en route to your post, you should take oath as a Clerk in the American Foreign Service Auxiliary and the form for this purpose is enclosed. There are also enclosed a form of Personal History Statement and a Personnel Affidavit which you should execute and return to the Department of State.

Your transportation expenses and per diem and the shipment of your effects from New York to Montevideo

are



- 2 -

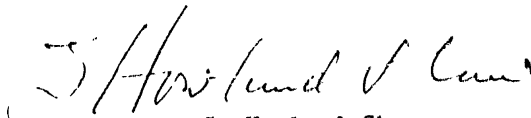
are authorized subject to the provisions of the Travel Regulations. Travel by air is authorized. In connection with the shipment of your effects, the allowance granted Clerks by Note 30 (a) of Accounts Supplement E of the Foreign Service Regulations is applicable in your case. Copies of the Travel Regulations are enclosed for your information. These expenses are chargeable to the appropriation "1930508.002 Foreign Service, Auxiliary (National Defense), 1943".

You will make application for passport at the Passport Agency, International Building, 630 Fifth Avenue, New York City. As soon as you have received your passport properly visaed for travel from Miami to Montevideo, you will please inform the Division of Accounts, Department of State, in order that priority space may be requested for you on the Pan American plane. You will be informed promptly as soon as space has been confirmed. There is enclosed a transportation request covering your airplane fare which you will please sign and return immediately to the Division of Accounts, Department of State. There are also enclosed transportation requests covering your rail and pullman fares from New York to Miami.

The Department desires a written acceptance or non-acceptance of this offer in accordance with the terms herein stated as soon as possible after the receipt of this letter. If you do not accept, please return immediately to the Division of Accounts, Department of State, the Government transportation requests.

Very truly yours,

For the Secretary of State:



G. Howland Shaw
Assistant Secretary

Enclosures:

1. Travel Regulations.
2. Forms nos. 6, 8 and 47.
3. Three transportation requests.

OFFICE OF STRATEGIC SERVICES

OFFICE MEMORANDUM

To: Miss Helen F. Ludwig
From: M. M. Connolly
Subject: Form 3876, U. S. Civil Service Commission Authority for Transfer

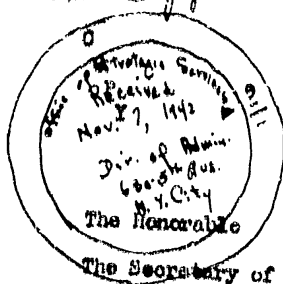
Date: Nov. 13, 1943

Attached is copy of Civil Service authority dated November 3, 1943, authorizing your transfer from the Office of Strategic Services to the Department of State.

Mr. James Murphy requested that you take this paper with you to Washington.

Enc. (1)

3876
Sept. 1942



UNITED STATES CIVIL SERVICE COMMISSION
Washington, D. C.

File: XN:ITM
Date: November 3, 1942
Requisition No.: 3369

Authority is granted for the transfer of

Miss Helen N. Ludwig

under War Service Regulation IX, Section 2, Subsection 5

To: Position	Clerk
Grade and Salary	\$1800 per annum, plus rent allowance
Department	Department of State
Bureau	Division of Foreign Service
Location	Personnel Field
From: Position	Bilingual Stenographer
Grade and Salary	\$1800 per annum
Department	Office of Strategic Services
Bureau	
Location	New York, New York

This transfer may be made effective on or after October 11, 1942
but in no case later than ten days from such date except at the option
of the receiving agency.

Subject to the following conditions:

Personnel Section
Office of Strategic Services
New York, New York

/s/ Allen C. Short
Director, War Transfers

501
FORM 93OFFICE OF STRATEGIC SERVICES
OFFICIAL DISPATCHDATE NYK4 US GOVERNMENT NOVEMBER 10, 1942 510 PM
FROMHELEN LUDWIG OSS FIFTH AVE NEW YORK NY
TO (FOR ACTION) SECRET: URGENTJAMES MURPHY OSS WASHINGTON DC
TO (FOR INFORMATION)

TEXT

COPY OF CIVIL SERVICE AUTHORITY TRANSFERRING ME TO STATE
DEPARTMENT DATED NOVEMBER 3 RECEIVED BY THIS OFFICE STOP AM
REQUIRED TO GIVE MY ACCEPTANCE TODAY STOP IN VIEW OF NEW EVENTS
IN AFRICA I WONDER IF ANY CHANGE CONTEMPLATED BY YOUR OFFICE STOP
IF I REFUSE STATE DEPARTMENT OFFER NOW POSITION WILL BE CLOSED TO
ME COMPLETELY IN FUTURE STOP I PREFER TO GO TO LISBON FOR THIS
OFFICE BUT DON'T KNOW WHETHER JOB STILL OPEN STOP SHALL AWAIT
YOUR TELETYPE REPLY TODAY.

HELEN LUDWIG

TO : 510 P1 DMW

V
PCDNYNK4 WA

STANDARD FORM NO. 4
(Approved by the President 2/20/54)
Revised Dec. 4, 1950

PERSONAL HISTORY STATEMENT (To be prepared by applicant in own handwriting)

Department or Establishment

1. Name in full (Mr., Miss, or Mrs.) Date

2. Present address
(Number) (Street) (Given name) (Middle name)

3. Legal (voting) residence
(State and Congressional District) (City) (State)

4. Where born
(State or foreign country) (City or town) (State) (City or town)

5. If foreign-born, state whether naturalized or alien When born
(City or town) (Month Day Year)

6. Indicate sex, marital condition, and race by check, thus: ☒ If Mrs., state other names under which previously employed.

SEX		MARITAL CONDITION				RACE, (If other, state which)	
Male	Female	Single	Married	Divorced	Widowed	White	Colored

7. Number and ages of dependents domiciled with you

8. A complete record of your past service for the United States Government other than military or naval:

BRANCH OF SERVICE	PLACE OF EMPLOYMENT	POSITION	SALARY	DATE APPOINTED			DATE SEPARATED		
				Month	Day	Year	Month	Day	Year

9. Are any members of your family, who are domiciled with you, in the U. S. Government service? If so, state below:

NAME	POSITION AND DEPARTMENT OR OFFICE IN WHICH EMPLOYED	RELATIONSHIP
	Position Department or office	
	Position Department or office	
	Position Department or office	

10. Do you now hold any State or municipal office? If so, state below:

(Title) (Location) (Date appointment expires)

11. Are you the wife of a disabled veteran or widow or orphan of a person who was in the military or naval service?

(Wife, widow, or orphan) (Name of veteran) (Organization and last year of service)

12. Military and naval record. If any, check (✓) to indicate branch and other information, and give dates of enlistment and discharge:

None	Army	Navy	Marine Corps	Coast Guard	War Veteran	Pensioner	Veterans' Bureau beneficiary
Enlisted	Discharged	Enlisted	Discharged	Rank	Rank	Rank	Rank
Rank	Rank	Rank	Rank	Organization	Organization	Organization	Organization

Standard Form No. 8
(Approved by the President, May 22, 1926)

OATH OF OFFICE

Prescribed by Section 1757, Revised Statutes of the United States

(Department or Establishment)

(Bureau or Office)

I, do
(Name in full, printed or typed)
solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of the office on which I am about to enter. So HELP ME GOD.

(Signature of Appointee)

Subscribed and sworn to before me this day of A.D. 19

at

(City or place)

(State)

[SEAL]

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

Position to which appointed

Date of entrance on duty

U. S. GOVERNMENT PRINTING OFFICE

16-10436

Standard Form No. 47
Approved by the Bureau
of the Budget
May 15, 1941

PERSONNEL AFFIDAVIT

(Department or agency) (Bureau or division) (Place of employment)
Name
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252 76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person."

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

I, _____, do solemnly swear
(or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence, and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

(Signature of employee)

Subscribed and sworn to before me this _____ day of _____

A. D. 19 _____

at _____

(City or place)

(State)

[REMAI.]

U. S. GOVERNMENT PRINTING OFFICE: 1940 31

ACCOUNTS SUPPLEMENT E, SECTION V-44
of the
FOREIGN SERVICE REGULATIONS

TRAVEL REGULATIONS OF THE
DEPARTMENT OF STATE

September 1942

TRANSPORTATION OF PERSONS

Note 1. General. Foreign Service officers and employees traveling at Government expense are expected to use every effort to expedite journeys and to occupy as short a time in transit as conditions permit. When any travel expenses are paid by the Government, every possible care shall be taken to assure that tickets are purchased the most economical way and in accordance with the provisions of section 901, Merchant Marine Act, 1936 (46 U.S.C. 1241), and also subject to the limitations of existing laws and regulations governing expenditures.

Note 2. Conditions governing payment of transportation expenses.

(a) Transfers of Foreign Service officers and employees. Within the limitations of these Regulations and the Standardized Government Travel Regulations, the travel expenses of an officer or employee and his family, will be paid by the Government in the event of transfer whether the travel is from the old post to the new, or from the United States to the new post; or, in the case of families, partly from the United States and partly from the old post, or from the old post to the United States; or, if specifically authorized by the Secretary of State, partly or wholly from some other point to the new post; but in no case may the allowable expense exceed the amount that would have been involved in travel by the most economical usually traveled route from the last place of duty to the new.

(b) Temporary assignments, consultation at the Department, etc. When traveling from his permanent post to a post of temporary assignment; or when ordered to the United States for consultation or temporary duty; or when traveling under orders of the Secretary of State in any status other than home leave at Government expense, permanent transfer, resignation, retirement, or separation from the Service, an officer or employee is entitled to be reimbursed for his own transportation expenses, but not for those of his family. However, should an officer or employee have incurred expenses for the transportation of his family and dependents to a post of temporary assignment, reimbursement for such expenses including per diem at the rates prescribed in note 14 of this supplement may be retroactively authorized or approved by the Secretary of State in the event that such temporary assignment should later be made permanent.

(c) Travel expenses of families under emergency conditions. Whenever the Secretary of State, by reason of emergency conditions in any country that in his opinion may endanger the life of any officer or employee or any members of his family as defined by these Regulations shall authorize the removal of the family of such officer

September 1942

(1)

or employee from his post in such country, the travel expenses of the family will be paid by the Government to such place of safety as may be designated in the travel order, but the expenses of travel to such place of safety will not be allowable in excess of the amount that would be involved in travel to that point in the United States which was the permanent address of the officer or employee at the time of his entrance into the Service. (See note 37 of this supplement.) The travel expenses of the family in returning to the same post from such point of safety when the emergency conditions shall have passed, or in proceeding to join the officer or employee at a new permanent post where emergency conditions do not prevail, will also be paid by the Government when authorized by the Department.

(d) Transfers of ambassadors or ministers. In the case of the transfer of an ambassador or minister from one post to another, the cost of transportation of the officer from the old post to Washington and thence to the new post, and of the family from the old post to their home in the United States and thence to the new post, will be paid by the Government, even if the expense is greater than by the most direct route from the old post to the new one, provided that the officer is instructed to proceed via Washington. The cost of the transportation of the family via the United States will not be borne by the Government, unless the officer transferred is instructed to proceed via the United States. Transportation of effects will be paid only by the direct route from the former post to the new post, except that, if the officer does not require all his effects at the new post, he may return all or a portion of them from his old post to his home in the United States, or send effects from his home in the United States to the new post, at Government expense.

Note 3. Stopovers for personal reasons not to be made at Government expense. Stopovers at any point, or detention en route, without prior authority therefor, except as hereinafter provided, will not be permitted at Government expense unless unavoidable; and the reasons therefor must be satisfactorily explained by a statement of the facts, which must accompany the travel account, but should not be embodied therein. The expense of stopping over at any point en route can not be charged to the Government if the stopover was for any personal reason. Such stopover will be counted as leave, furlough, or leave without pay, according to the legislation then in effect.

Note 4. Route of travel. Travel by sea must be on American ships when such ships are available, as required by Section 901 of the Merchant Marine Act, 1936

(46 U. S. C. 1241), which provides as follows:

Any officer or employee of the United States traveling on official business overseas or to or from any of the possessions of the United States shall travel and transport his personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of his mission requires the use of a ship under a foreign flag. Provided, That the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor.

The Comptroller General has stated that questions of doubt should be submitted for advance decision. If, upon the receipt of travel orders, the above general principles seem insufficient, when considered in conjunction with the Standardized Government Travel Regulations, to remove reasonable doubt relative to the proper route of travel, the facts may be submitted as briefly as possible by cable to the Department in order that the advance decision of the Comptroller General may be secured. Such decision will be secured as expeditiously as possible. However, it is pointed out that, since the Comptroller's decisions must be procured by correspondence, information on which to base a reply to cable inquiries will usually not be available in less than a week from the date of the receipt of the inquiry at the Department.

Note 5. Travel by air. When air travel has been specifically authorized by the Department, the expenses thus incurred will be allowed regardless of the fact that rail or steamer transportation may be cheaper. Upon receipt of an explanation establishing the necessity for travel by air, expenses incurred for such travel in cases of emergency without prior specific authority will be allowed if approved in writing by the Department. (See paragraphs 7 and 8 of the Standardized Government Travel Regulations and the current Department of State Appropriation Act.)

Note 6. Travel within district or country of assignment beyond corporate limits of post of duty. Amounts granted by the Department in item 0200, traveling expenses, of the office contingent expense allotment are available to pay the travel expenses and per diem of the principal officer, and of subordinate officers or employees traveling under his orders, on official business within the district of the office and away from the corporate limits of the post of duty. The contingent expense allotment is not available to pay travel expenses or per diem of members of families of officers or employees, except when specially authorized by the Department and then only for the families of diplomatic officers and Foreign Service officers acting as Charges d'Affaires in traveling to seats of government at which they are accredited other than the city of usual residence, and returning

September 1942

(3)

to the city of usual residence.

For the purposes of this note, the district of a diplomatic mission is the country in which the mission is situated; the district of a supervisory consular office is the territory embraced in the supervisory jurisdiction. For rules governing local transportation, see notes to section V-44.

In special and urgent cases requiring official trips on short notice for consultation with the Chief of Mission, delivery of important documents, urgent investigation, and similar purposes, the Chief of Mission is authorized, subject to the availability of sufficient funds in the allotment of the office concerned, and without obtaining the Department's advance authority in each case, to order consular officers and employees to travel to the Mission or to other points outside their respective consular districts but within the country of assignment, when necessary for official purposes. This limited authority for utilization of the contingent expense allotment for travel outside of the district is to be availed of only in pursuance of explicit advance instructions from the Chief of Mission.

Principal officers will be allowed per diem at the rates fixed in note 14. The principal officer shall issue a written order for travel to be performed by a subordinate officer or employee, stating the purpose of the trip and the travel to be performed, authorizing the payment of transportation expenses, and establishing the rate of per diem to be paid within the maximum rates stated in note 14. Principal officers will authorize only such per diem rates as are justified by requirements for subsistence expenses as defined in paragraphs 44 and 45 of the Standardized Government Travel Regulations. A copy of the travel order must be furnished with each voucher.

TRANSPORTATION REQUESTS

Note 7. Transportation requests. (a) Transportation requests to be used when appropriate. In accord with the provisions of paragraphs 17-27, inclusive, of the Standardized Government Travel Regulations, transportation requests should be used, whenever practicable, to obtain all official transportation.

However, it may be possible on occasions to purchase transportation abroad in foreign currency at less cost to the Government than by use of transportation requests.

(4)

20 October 1947

transportation requests have not been furnished, should be submitted with their supervising office. If such office has been supplied with requests. At the request of the transportation request, only the officer in charge of the supervising office may issue the request.

Note 9. Preparation of request. The requests shall bear the traveler's name; the date of issue; the number and age of the children, if any, who are included in the transportation. This information shall be placed in the line marked "Name of traveler" and a vertical line through the block at the right of necessary. On the line marked "Vessel", the name of the ship, company, vessel, and date of departure shall be given, immediately following the words "at minimum first-class fare". The line is for any other use if necessary. Then in the block at the upper right-hand corner, the number of persons traveling shall be indicated and a slash put in the spaces of all other items. The transportation request should be prepared to indicate the appropriate classification.

Note 10. Preparation of request. When a ticket is delivered to the traveler, the rest of the transportation and transportation chargeable shall be inserted on the original and kept in a copy of the request. The original or green request shall be forwarded to the transportation agency or travel agency in payment of the transportation furnished. The transportation agency or agency furnishing the transportation should then forward the green request to the Department with its bill on Standard Form 1067-1 1067A for payment. The duplicate or white copy shall be retained by the office issuing the request to the Division of Accounts, Department of State.

Note 11. Advisory directions for guidance in issuing and using transportation requests.

() Round-trip between post and United States. When an officer is authorized to make a round-trip between his post and the United States at Government expense (consultation under orders at Department of State or home leave at Government expense), and when it is possible and more economical to do so, one transportation request should be issued for round-trip covering all fares such as air, steamer, and rail from the foreign port of embarkation to the final destination in the United States and return. However, if no saving is occasioned by issuing one request for round-trip transportation or if it is impossible to do so, separate requests should be issued as follows: one for round-trip air or steamer fare to the United States

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and return one for round-trip rail transportation from port of entry in United States to final destination and return one for Pullman fare from port of entry in United States to final destination in United States; and one for return Pullman fare to port of entry.

(b) Transfers via United States. When an officer is transferred via the United States and it is necessary to travel by rail in the United States, transportation requests should, if possible, be issued as follows: one for through transportation on American vessels from the foreign port of embarkation to the port of entry in the United States; one for through rail transportation from the port of entry in the United States to the port of departure therefrom; one covering Pullman fare from the port of entry in the United States to the port of departure therefrom; and one covering through transportation on American vessels from the port of departure from the United States to the foreign port of final destination. Since the cost of rail and Pullman fares from New York City to San Francisco are the same regardless of whether the travel is performed via the northern, central, or southern route, the traveler may select the route to be covered by the transportation requests. However, it should be borne in mind that transit time is allowable and pay them only by the most direct route and that it would, therefore, be advisable to get advice as to the proper routing from the travel agency from which the ticket is purchased. In the event that the port of entry and the port of departure in the United States are the same and official travel in the United States during a period of transfer has been authorized, one request should be issued for a round trip by rail from the port of entry to the final destination in the United States and return one for Pullman fare from the port of entry to the final destination; and one for return Pullman fare to the port of entry.

(c) Economy in travel considerations. Economy should be the primary consideration in issuing transportation requests. Although through transportation is usually the most economical, officers must determine whether it is so in each instance. For example, it might be more economical to issue two separate transportation requests in order to obtain maximum discounts.

(d) Stopovers for personal reasons during an official travel status in United States. In the event an officer should desire to stopover for personal reasons during a period of travel in an official status in the United States, the

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request covering Pullman fare should be issued for fare from the point of entry to the stop-off point or from the stop-off point to the port of departure, whichever distance comprises the greater amount of authorized official travel. The traveler will, of course, be entitled to the through Pullman fare from the port of entry to the port of departure and he may include in his accounts the difference between the amount covering the portion represented by the government transportation request and the through rate. The excess on account of the stop-off will, of necessity, be borne by the traveler. Under no circumstances should more than one request for rail travel or more than one for Pullman fare be issued in connection with the same transfer or travel order to permit a stop-over for personal reasons. Requests for through transportation from Europe to the Far East will include rail fare in the United States and will permit a stop-off. Consequently, a separate rail request will not be necessary.

(c) Refutation of Pullman stubs. When Pullman accommodations are purchased with personal funds of the traveler for transportation within the United States, it is necessary that the stubs or receipts given in return thereof be retained and submitted with the account. When Pullman or sleeping car accommodations are purchased from personal funds of the traveler for transportation in countries other than the United States, it is not necessary to furnish receipts or stubs. When Pullman or sleeping car accommodations are procured by using government transportation requests, it is preferable, but not necessary, to retain the receipts or stubs and submit these with the accounts.

(f) Pullman accommodations for minor children. The issuance of government transportation requests for Pullman accommodations for minor children shall be in conformity with the following regulations:

- (1) The child must actually use the accommodation requested.
- (2) Each minor child five years of age or over, whether traveling alone or accompanied by a parent or parents, shall be entitled to a separate lower berth.
- (3) One child traveling alone, regardless of age, shall be entitled to a lower berth.
- (4) One child below the age of five, traveling with a parent or parents, shall not be entitled to a separate berth.
- (5) Two children below the age of five years, whether traveling alone or accompanied by one or both parents, shall be entitled to only one lower berth.

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- (6) Three children below the age of five years, if accompanying a parent or parents, shall be entitled to one lower berth, if traveling alone, they shall be entitled to two lower berths.
- (7) Where it is necessary to purchase a rail ticket to obtain separate accommodations for the child and such accommodations are authorized under the terms of these regulations, the transportation request shall cover the purchase of the rail ticket.

(a) Allowance for superior accommodations. An amount equal to, but not in excess of, the amount allowable under the terms of the foregoing regulations for the railway fare and Pullman accommodations of persons actually making the trip, may be allowed toward the combined cost of superior accommodations, i. e., drawing room or compartment, and railway fare, or where the cost of superior accommodations includes the cost of railway fare, towards such accommodations, but in no case shall the amount allowed be greater than the amount actually spent.

Note 12. Cancellation of unused requests or portions of unused tickets. In the event the Department should cancel the transfer or assignment of an officer or employee while such officer or employee is "on route", any unused transportation requests or portions of unused tickets, which cannot be used in connection with the new travel order, shall, except as hereafter indicated, be forwarded to the Department for cancellation, or collection of refund, whichever the case may be. Where there is a time limit within which refund may be claimed on unused transportation abroad, the traveler shall return the unused portion of such ticket to the transportation company and claim refund before the expiration of the time limit. Under no other condition shall an officer turn in to the transportation company for refund any unused portion of any ticket obtained by use of a Government transportation request, unless specifically authorized by the Department. (See paragraph 24, Standardized Government Travel Regulations relative to disposition of applications for unused requests.)

Note 13. Form No. 29b, Non-use of Transportation Requests. When it is impracticable to obtain such requests, the traveler must support his account with Form No. 29b, Non-use of Transportation Requests, duly executed in triplicate.

PER DIEM: Allowance

Note 14. Per diem allowance. Per diem, as defined in paragraph 44 of the Standardized Government Travel Regulations, shall be allowed for all travel authorized under the provisions of this Supplement at the following rates, unless otherwise specified in the travel order:

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On vessels where price of passage includes meals	On U. S. Govt. vessels in non-commercial operation (Naval vessels, Army transport, etc.)	By privately owned trailer or (if authorized in advance)	All other travel within limits of continental U. S.	All other travel outside of continental U. S.
Travelers 11 years of age and over	\$1.00	\$5.00	\$2.50	\$6.00
Travelers under 11	\$1.20	\$2.50	\$2.50	\$7.00
			\$3.00	\$3.50

One-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a United States Government agency. (Paragraph 47 (a), Standardized Government Travel Regulations.)

Per diem will not be allowed an officer or employee while at his permanent post of assignment, or his family while remaining at the old post of duty after the officer or employee has been transferred to a new post.

Note 15. Temporary assignments and consultations. An officer or employee ordered temporarily to the duty station for special duty, or consultation, or for temporary duty at a post other than that to which he is regularly assigned, with orders to return to the permanent post upon the termination of the temporary duty, is considered as in a travel status and is granted per diem for himself, but not for his family, in accordance with the rates prescribed in note 14 of this supplement, unless different rates are specified in the travel orders.

However, the rate of per diem in connection with temporary duty or consultation in the Department shall be restricted to a maximum of \$6 during the first fourteen days of sojourn in Washington, and, unless otherwise specifically stipulated in the travel order, \$3 during the next fourteen days. Per diem shall be payable thereafter only by specific authorization of the Secretary of State.

Note 16. Cancelled.

Note 17. Time spent waiting sailing and debarking.

(a) Time spent awaiting sailing. Per diem is payable at stipulated rates during time necessarily spent at ports awaiting sailing. However, for time in the United States to whom new travel orders are issued and for those who take leave in the United States or elsewhere, while en route, per diem is payable for

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not exceeding one day (24 hours) awaiting sailing at the port of embarkation, except; that, in cases where a land journey of over 24 hours is necessary to reach the port of embarkation, a margin of two days at such embarkation port, prior to the vessel's published date of sailing, may be permitted, provided sufficient evidence is submitted justifying the additional 24 hours. If possible, the traveler should time his departure from his residence so that not more than 24 hours will necessarily be spent at the port.

(b) Time spent at port of embarkation. In the absence of written authorization for a stopover on official business at a port of embarkation per diem will ordinarily be allowed only for the time necessary to clear customs, to comply with other entrance requirements, and to make necessary arrangements to continue the journey. In order to establish the necessary per diem allowance at a port of embarkation the travel account should show the time of clearing customs and the earliest time final arrangements for transportation facilities could be made to continue the journey since any delay subsequent to the departure of the first available transportation facilities terminates the traveler's right to per diem except as provided in paragraph 49 of the Standardized Government Travel Regulations. Any unusual delay in procuring authorized transportation facilities should be fully explained and, if practicable, supported by a statement from the carrier or other acceptable source.

Note 10. Computation of per diem. Paragraph 51 of the Standardized Government Travel Regulations gives directions for computing per diem. However, the Comptroller General has ruled (12 Comp. Gen. 429) that basic per diem for fractional parts of a day upon six-hour periods (for continuous travel of more than 24 hours) is applicable to fractional parts of a day at the beginning and ending of travel at times, but is not applicable when a change in the rate of per diem takes place during a day in a continuous travel status. In such cases, the respective per diems are to be computed on the actual hours of a day involved in each status irrespective of six-hour periods; all fractions of less than one hour to be disregarded in the change in the per diem rate computed as taking place on the next full hour. The exact time of arrival and departure on the morning of crossing the boundary and day if a boundary must be shown, and the per diem rates computed accordingly.

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For continuous travel of less than 24 hours, constituting a travel period, such period will be regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six-hour portion of the period or fraction thereof one-fourth of the rate for a calendar day will be allowed. In case a change in the per diem rate takes place while in a travel status, the change in rate shall be computed as effective on the nearest actual hour of travel, and in the event of an equally divided hour, the traveler's status at the end of the hour shall govern his per diem rate for the entire hour. The fractional part of the six-hour period, if any, shall accrue at the end of the journey.

Example

June 2, leave Montreal at 9:15 p. m.
Cross border into United States at 10:45 p. m.
June 2, arrive Washington at 12:50 p. m.

In travel at time for 15 hours and 35 minutes, or three-six hour periods. Entitled to per diem for 18 hours to be computed as follows:

In travel outside the United States 1 1/2 hours; entitled to per diem at \$7 rate for 1 hour	\$ 2.25
In travel at time in United States 14 hours and 5 minutes; entitled to per diem at \$6 rate for 17 hours	\$ 4.25
	<u>\$ 6.50</u>

Note 19. Allowances to Foreign Service Inspectors. Foreign Service officers detailed as Foreign Service Inspectors will be allowed expenses and per diem for themselves but not for their families while traveling and making inspections in accordance with the provisions of the Standardized Government Travel Regulations and this supplement. Upon assignment as Foreign Service Inspector, an officer will be entitled to reimbursement for the travel expense and per diem of his family at the transportation of his effects from his point of duty to Washington or to an intermediate point, provided the expense is no greater than that which would have been involved in the transportation from the former point to Washington. Upon reassignment to a regular point of duty the officer will be entitled to reimbursement of such expenses from his former point of duty, from an intermediate point, or from Washington to the new point.

TRAVEL BY PRIVATE CONVEYANCENote 20. Travel by private conveyance.

(a) Charges based on actual expense or mileage rate. Pursuant to the provisions of the act approved February 14, 1931, as amended, (5 U. S. C. 72a), and paragraphs 12 and 12(a) of the Standardized Government Travel Regulations, officers and employees and their families are hereby authorized (no special authorization is necessary) to use at Government expense on official business privately owned automobiles on an actual expense basis, or on a mileage basis at the rate of not to exceed 5 cents per mile, provided such travel on an actual expense or a mileage basis is more economical and advantageous to the United States than would be travel by common carrier or other usual mode of transportation. There shall be included in the computation thereof the cost of transportation of all persons, members of family (see note 34 of this supplement), officers, and employees, officially traveling in a privately owned automobile. The evidence of economy and advantage must be furnished by the traveler and must accompany the voucher on which the claim for mileage or actual expense is made.

(b) Mileage for travel chargeable to office allotments. The granting by the Department of a contingent expense allotment under item "0200 Travel Expenses" constitutes authority for travel on either an actual expense or a mileage basis by the principal officer at the post. If such travel is performed by a subordinate officer or employee, the principal officer shall embody in the written travel order an authorization for actual expense, or for mileage at the rate per mile not to exceed 5 cents. A copy of the authorization must accompany the accounts. (See also note 6 of this supplement.)

(c) Method of computing mileage. The mileage allowed must be computed over the route actually traveled including the distance traveled by carrier, the number of miles between places of duty to be established by speedometer readings and checked against some recognized authority where available. When the official duty concerned requires travel to various places, at or in the vicinity of, the particular city or place visited, the mileage necessary for such travel on official business will also be allowed.

(d) Direct routes. Travel must be by the usual traveled automobile route except that travel by other routes may be allowed when the official necessity is established in each case.

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(e) Indirect route. When the travel is performed by an indirect route for the personal convenience of the traveler, the extra expense for the excess mileage will be borne by the traveler; and reimbursement for expenses will be based on the mileage which would have been incurred by the most usually traveled automobile route.

TRANSPORTATION OF BAGGAGE ACCOMPANYING PASSENGERS

Note 21. Conditions governing allowance for baggage.

() Travel generally. Any officer or employee or member of his family entitled to reimbursement for transportation and per diem as provided in these notes and the Standardized Government Travel Regulations will also be entitled to reimbursement for actual and necessary baggage expenses for the journey. Expenses for baggage incidental to travel by private conveyance, which would not have been incurred had the travel been performed by common carrier will not be allowed.

(b) Around-the-world and trans-Pacific travel. Around-the-world and trans-Pacific passengers (including passengers holding tickets on United States Government transportation regulations) may have 150 pounds of baggage, not exceeding \$100 in value, checked without additional charge for each adult passenger; and 175 pounds, not exceeding \$50 in value, for a child traveling on a half-price ticket. To secure this allowance, outbound passengers must present, at the time baggage is offered for checking, a through or through ticket to port of embarkation, and also a prepaid order or ticket covering steamship transportation; inbound passengers must present, at the time baggage is offered for checking, a through or through ticket from port of entry, each ticket or order to be stamped "Around-the-world" or "Trans-Pacific", as the case may be.

Note 22. Canceled.

Note 23. Government not responsible for loss or damage. The government assumes no responsibility for loss or damage to the baggage of officers or employees, or to that of their families, even when the officer or employee is traveling on duty. Charge for fire and other insurance will not be allowed.

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TRANSPORTATION OF EFFECTS BY FREIGHT

Note 24. Conditions governing shipment of household effects.

(a) Shipment of effects upon permanent transfers. An officer or employee will be entitled to reimbursement for the amounts actually and necessarily expended by him for the transportation of household effects shipped by freight, in the event of his transfer, whether the shipment is from the old post to the new or to the United States or other destination, or from the United States to the new post, or partly from the old post and partly from the United States; or, if specifically authorized by the Secretary of State, partly or wholly from some other point to the new post, provided the total cost to the Government does not exceed the expense which would have been involved in shipping the effects from the last place of duty to the new.

(b) Shipment of effects under emergency conditions. Whenever the Secretary of State, by reason of emergency conditions in any country that in his opinion may endanger the life of any officer or employee or any member of his family, shall authorize the removal of the effects of such officer or employee from his post in such country the expenses of packing, cartage, freight, and unpacking of the effects to such place of safety as may be designated by the Department will be paid by the Government, but the expenses will not be allowable in excess of the amount that would be involved in transporting the effects to that point in the United States which was the permanent address of the officer or employee at the time of his assignment into the service. (See Note 17 of this Supplement.) The expenses of repacking the effects and returning them from such point of safety to the same post when the emergency conditions shall have passed, or in shipping them to a new permanent post where emergency conditions do not prevail, and of unpacking, will also be paid by the Government when authorized by the Department.

(c) Time limits. The effects of an officer or employee transported at Government expense may be shipped up to and to the date of the travel order; but they must be shipped within one year from the date of departure, retirement, or separation from the service of the officer or employee, except that in special cases where in the judgment of the Secretary of State the facts warrant, he may authorize such shipment subject only notwithstanding the expiration of the one year period.

(1) Limitations on shipment of effects other than upon permanent transfer or under emergency conditions. The cost of transportation at Government expense of

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household and personal effects other than baggage will not be payable by the Government in connection with transfers to posts or temporary assignment, nor in connection with travel for such purposes as consultations, trade conferences, delivery of confidential papers, inspections, and investigations. However, should the expense of transportation of effects have been incurred upon proceeding to a post or temporary assignment, and should the assignment subsequently be made permanent, such expenses may be retroactively authorized or approved by the Secretary of State.

Note 25. Types of household effects and conditions under which charges may be allowed. The types of household effects on which and the conditions under which charges may be allowed are as follows:

(a) Furniture and fittings. Charges may be allowed for the transportation of such furniture and fittings as are usual and necessary for the maintenance of a household establishment, as distinguished from personal effects carried or shipped as baggage or excess baggage, provided such effects have sufficient intrinsic value reasonably to justify their transportation and provided they are the property of the officer or employee, or of a member of his family as defined in note 14 of this supplement.

(b) Draperies and provisions. Charges will be allowed for the transportation of draperies and provisions only when the Department has granted specific authority therefor to meet exceptional conditions, and only when such effects are within the maximum weight and measurement allowances prescribed in note 30 of this supplement.

(c) Automobiles. On and after July 1, 1940 charges for the transportation of not exceeding one personally owned automobile will be allowed subject to the following conditions, but only in cases where such transportation is necessary for a part of the tour (S. O. 9, O. 121):

- (1) The automobile must be within the maximum weight and volume allowances prescribed in note 30 of this supplement.
- (2) The automobile must be the property of an officer or employee or of a member of his family as defined in note 14 of this supplement, and the transportation of such person must have been authorized.
- (3) In the case of an ambassador or minister, transportation cannot be allowed to a post where a Government-owned automobile has been provided for his use.

- (4) Ocean transportation must have been determined by the Secretary of State to be necessary for a part of the distance between the point of origin and the point of destination. Ocean transportation will be considered necessary.

- (a) Between any of the following areas; but not between ports within these areas:

Continental North America.
Continental South America.
The continental group of Europe, Asia, and Africa.
Australia.

- (b) If connection by highway, railway, or automobile ferry is nonexistent, between any of the areas set forth in (a) above and any maritime island, or between any two maritime islands.

- (c) In such other cases involving ocean shipment as may be specifically determined by the Secretary of State or by an officer of the Department authorized by the Secretary to act for him. When an officer receiving a travel order desires to ship an automobile between points other than those described in (a) and (b) above, he shall submit a request for determination in the matter, giving his reason for considering ocean transportation necessary for all or part of the journey. (An officer might proceed under orders by land or by air between two points, but the Department might determine that it is impracticable to drive an automobile between those points or to ship one otherwise than by sea, as from La Paz to Rio de Janeiro, Baghdad to Calcutta, or from Cairo to Zepetone.)

- (d) Items not allowable. Charges for the transportation of wines, liquors, animals, or birds will not be allowed.

Note 26. Shipment of effects on American vessels. The shipment of effects of any officer or employee traveling under orders of the Secretary of State must be made on American ships wherever they are available. (See note 4 of this supplement.) It is suggested for the protection of the officers and employees, even though it is not required by law that contracts be entered into for the shipment of household effects, that they obtain from the forwarding agent a written agreement stipulating that when American vessels are available the shipment shall be made only on vessels of American registry, and that the instructions given will be observed; also that separate bills of lading be issued to cover the shipment and that a signed copy of the bill of lading be furnished for attaching to the voucher covering the cost of shipment.

Note 27. Shipment of effects by express.

- (1) Railway express. Shipments must not be made by railway express when ordinary freight service will answer the official needs, due consideration having been given to the probable cost of collecting or delivering the shipment and the time required for transmission. As a general rule charges for express will be allowed

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only for the shipment of articles of especial value. Accounts including items for express charges must be accompanied by an explanation of the necessity for shipment by express in lieu of freight. In cases where the necessity for shipment by express cannot be satisfactorily established, upon the submission of proper evidence, reimbursement will be made up to the amount that would have been involved in making the identical shipment by freight.

(b) Air express. In connection with permanent transfers of officers or employees entitled to shipment of effects at Government expense the Secretary of State may in his discretion authorize the shipment by air express of articles such as wearing apparel required for immediate use, within such weight limit as he may specify in each instance, but in no case to exceed 100 pounds for an officer or employee proceeding alone, or 200 pounds when accompanied by his family. Any shipment so made shall be charged against the maximum weight allowance of the officer or employee set forth in note 30 of this supplement.

Note 29. Packing, crating, and use of lift vans. The cost of hiring and transporting lift vans, and the cost of packing and crating, or boxing, or packing in lift vans, for shipment, as well as unpacking and uncrating, will be allowed in the case of effects shipped by freight, but not for those transported as baggage. Necessary expenses for the dismantling and boxing or crating of an automobile and for the unpacking and reassembly will be allowable as part of the cost of transportation, but reimbursement of total transportation costs will in each instance be upon the basis of shipment by the more economical method, packed or unpacked as the case may be, and any excess costs incurred for shipment by a more expensive method will be payable by the officer or employee personally. Credit will not be allowed for any charges in connection with the shipment of empty lift vans, or for payment of storage charges, or import duties on lift vans.

Officers are cautioned that they should in their own interest give a careful consideration to the obligations under which they may be placed regarding the disposition to be made of lift vans at their destination, as it is not always clearly understood that they may in some instances be responsible for the import duties in the event that the vans are not reexported within a given time. Such import duties do not a proper charge against the Government.

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and, if included in accounts, must of necessity be disallowed.

Foreign-made lift vans are dutiable under the present United States Tariff Act unless exported within 90 days after arrival in the United States, irrespective of the fact that the contents may be admitted free as the effects of a returning diplomatic or consular officer, or otherwise, as the case may be. The Treasury Department has held in several such instances that, where the van is the personal property of the officer, it may also be admitted free of duty with the understanding that it is only a temporary import and is not to be used by anyone other than the officer in question, or sold by him.

When effects are returned to the United States in an American-made lift van, which was exported and imported without change of ownership, the van will be admitted free as returned American goods and should be accompanied by consular form 129.

Note 29. Means of shipment. Rail, water, motor van, or truck common carrier facilities should be used, if available, for Government shipments. If shipment is made by a more expensive route or means of transportation reimbursement will be allowed in an amount not to exceed the cost of shipment by the cheaper available route or means of transportation. In the case of shipments made by motor van or truck the maximum allowance will be computed on the basis of the maximum allowances provided in note 30 of this supplement, except that in the case of unpacked shipments no reduction of weight or volume allowances shall be required by reason of the fact that such effects are shipped unpacked or unboxed. This must be obtained where other than common carrier facilities are used for Government shipments and the cost involved exceeds \$100. (18 Comp. Gen. 601; 49 U. S. R. 65; 21 Comp. Gen. 211.)

Vouchers covering expense incurred under this note shall be supported as provided in note 51 (a) of this supplement.

Note 30. Maximum allowance of weight and volume.

(a) Weight. When shipment of effects is made solely on a weight basis, actual charges will be allowed for the transportation by freight of the following maximum number of pounds of effects, including their containers (whether packing, or bag, boxes, or lift vans), regardless of the measurement of the effects:

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	When family goes to post	When no family goes to post
1. Officers above the grade of Foreign Service officer, class 1.....	24,000	19,000
2. Foreign Service officers, classes 3, 4, and 5, and Army and Navy officers above the rank of captain assigned as couriers or building inspectors.....	20,000	15,500
3. Foreign Service officers, classes 6, 7, and 8, and Army and Navy officers of the rank of captain or below assigned as couriers or building inspectors.....	16,500	12,000
4. Foreign Service officers, unclassified.....	13,000	8,500
5. Vice Consuls who are not Foreign Service officers, and (except as noted below) all other employees, including members of the Foreign Service Auxiliary.....	11,400	6,720
6. Clerks (including Auxiliary clerks) when proceeding to their first posts, unless allowance permitted by line 5 in specifically authorized in the travel order.....	1,120	1,120

(b) Volume. When a shipment of effects is made solely on a measurement basis and the bill of lading states that the charges are assessed on that basis, actual charges will be allowed for the transportation by freight of the following maximum number of measurement tons of 40 cubic feet each of effects, including their containers, regardless of the weight of such effects:

	When family goes to post	When no family goes to post
1. Officers above the grade of Foreign Service officer, class 3.....	50	49
2. Foreign Service officers, classes 3, 4, and 5, and Army and Navy officers above the rank of captain assigned as couriers or building inspectors.....	52	40
3. Foreign Service officers, classes 6, 7, and 8, Army and Navy officers of the rank of captain or below assigned as couriers or building inspectors.....	43	33

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4. Foreign Service officers, unclassified	24	26
5. Vice Consuls who are not Foreign Service officers, and (except as noted below) all other employees, including members of the Foreign Service Auxiliary	31	24
6. Clerks (including Auxiliary clerks) when proceeding to their first posts, unless allowance permitted by line 5 is specifically authorized in the travel order	3	3

(c) Weight and volume. When a shipment is made on a weight basis over one portion of the distance and a measurement basis over another portion, actual charges will be allowed for the entire distance, regardless of weight or measurement, if either the weight or the measurement does not exceed the limitations indicated in subdivisions (a) or (b) of this note, but if the weight and measurement both exceed the prescribed limitations, charges will be allowed as follows: charges assessed when the shipment is made on a weight basis will be allowed in accordance with the weight limitations prescribed in subdivision (a) of this note; charges assessed when the shipment is made on a measurement basis will be allowed in accordance with the measurement limitations prescribed in subdivision (b) of this note; i. e., allowance for packing and other charges at the point of origin will be computed on the basis used at the initial stage of transit; allowances for other charges during transit will be computed on the basis used when the charges are incurred; allowances for port charges will be computed on the basis used for water shipment; and allowances for unpacking and other charges at destination will be computed on the basis used in the final stage of transit.

(d) Maximum allowance after promotion. An officer or employee promoted subsequently to his transfer to a new post is entitled to the higher maximum applicable to his new class as set forth in subdivisions (a) and (b) of this note provided no shipment of effects has been initiated from any point to the new post prior to his promotion, but if any effects have been put in transit prior to the promotion of the officer or employee the allowance for the

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(a) Automobiles Transported at Flat Rates. When, in instances where an automobile is shipped under a flat rate and the actual weight does not appear in the shipping papers, it becomes necessary in applying the limitation of this note to ascribe a weight thereto, there shall be ascribed the not stated weight specified by the manufacturer. Similarly, when it becomes necessary to ascribe a cubic measurement there shall be ascribed the manufacturer's dimensions for such vehicle or load for ocean shipment.

(r) Boats and shipyards. The weight or value of any goods, which through
 will by sailing, bark, ship, shipyard, or other vessel owned, become a total
 loss while in the service of government, shall not be regarded as an em-
 ployment upon the machine which or value of any of an officer or employee,
 in which case the payment of a fine or punishment shall not be allowed
 in the discretion of the court by or to upon out of the loss of the
 loss of the original goods.

Data 31. Minimum and Maximum Within the territory of the United States, in a year where the transportation of maximum distances prescribed above, it has been applied, persons, and not with one, or more, than a distance of 1000, the offspring of employees of the United States population or not, are also, with out reference to the volume of the business, and the date of the year.

I do hereby certify that in case of the Pullman Co. the Pullman Agency,

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In the event an officer or employee ships effects from more than one point the different shipments should be combined at the airport for forwarding to the final destination provided the combining of the shipments does not increase the cost of such shipments to the Government. (See also note 32 (b) of this supplement.)

When shipment is to be made via rail from some point in the United States, the dispatch agent should be informed in advance of the approximate number of cases and date of intended shipment; but actual shipment should not be made until instructions relating thereto are received from the dispatch agent, so that unnecessary carting and storage charges may not be incurred.

In order to take advantage of differential freight rates, shipments of household and personal effects should be packed and so described on the bill of lading as to enable the shipment to have the benefit of the lowest tariff. For example, if the tariff between any two ports is divided a rate to cover furniture and another rate to cover miscellaneous household articles, the lower of the two will be ascertained. Care shall be exercised in packing effects and they shall be described as follows on the ocean bill of lading:

Box. 1/10 - Ten (10) pieces furniture
Box. 11/12 - Two (2) pieces household goods
Box. 13/14 - Two (2) pieces books

If the tariff of the transportation company provides a statement of value of the articles shipped, the lowest value should be indicated. In connection with shipments of effects via rail within the United States the term "Household and Personal Effects—Value Rule set to Ten Cents per Pound" shall be employed.

United States Dispatch Agents at New Orleans and San Francisco are prepared to assist in the handling of effects in the same manner as the dispatch agent at New York.

(b) Shipping of effects through bill of lading. Evolving shipments of effects to or from points within the United States, savings may sometimes be effected to the Government by shipping on a through bill of lading. Officers should therefore in applicable instances endeavor to arrange through transportation of effects from the point of origin outside the United States with transshipment at New York to a final destination also outside the United States, instead of arranging shipment only as far as New York for forwarding by the United States Dispatch Agency. If the American carrier at the place of shipment, in conjunction with a connecting American carrier at New York, can equalize or better the freight rate to meet foreign competition, if any, in the rate from the port of shipment direct to foreign

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destination via a foreign flag vessel, arrangement should be made for such through transportation with transshipment at New York. If, however, the through rate quoted via American vessels is not favorable, the effects may be sent in care of the despatch agent at New York, freight charges collect or prepaid as the officer may elect, and the despatch agent will forward the shipment by the means appearing the most practicable in the circumstances. Shipments from interior points in the United States to New York for transportation by sea, or shipments by sea from abroad to New York for rail transportation to points within the United States, shall continue to be sent in care of the United States Despatch Agent at that port.

(c) Shipments to or from points within the United States. Such shipments, routed via New York, San Francisco, or New Orleans, should be consigned in care of the United States Despatch Agent.

The despatch agent at New York is in a position to handle shipments to and from the United States through ports other than New York (Baltimore, Philadelphia, Boston, etc.), thereby reducing the cost of inland United States transportation. In such instances shipments should be consigned to the despatch agent at New York and transported to the port to which directed, shipping documents to be sent to the United States Despatch Agent, 45 Broadway, New York, on fast mail steamer in order that the agency may, in advance of arrival of the shipment, arrange customs and other formalities, and attend to forwarding the shipment from the seaport to its ultimate destination in the United States.

Officers are required to avail themselves of these facilities when practicable and may be obliged to pay personally any excess costs arising from neglect to do so.

(d) Shipments to Venezuela or Colombia. In order to obtain the free entry of effects of Foreign Service officers, whether diplomatic or consular, assigned to Venezuela or Colombia, under the regulations of those Governments, shipments shall be consigned (through the despatch agent at New York, if routed via that port) to the Embassy at Caracas or Bogot  via the post to which the officer is posted. The invoice shall have the name of the owner marked thereon. The invoice shall be made out in the same way and shall be sent to the office to which the officer is assigned, as this document must be on hand before the goods may be withdrawn. The Embassy concerned shall be requested by cable as far in

advance of the date of receipt of the shipment as possible to ask for free entry, and must be informed of the exact number of cases and containers, the name of the steamer transporting them, and the date of sailing.

ADVISE SHEET - PACKING LIST
FOREIGN SERVICE OFFICERS OR EMPLOYERS EMPLOY

Name of traveler	DIANA	State if family goes to port			
Assigned from	to	Date of departure for port			
Place of shipment of effects		Transportation charges paid, collect or Government bill of lading			
Date of shipment		Name of steamer or railroad			
Designated to		VALUE			
For further shipment to					
If goods are insured, indicate name of insurance company, policy number (if known), and insured amount. (This information for Average Adjustors in the event steamer is lost under General Average.)					
No. packages	Total gross weight	Total cubic meas.			
Volume of other effects shipped separately or previously in connection with present assignment, excluding personal baggage.					
Case No.	Description of contents	Weight		Dimensions each case in inches	VALUE (For foreign consular invoice purposes)
		Gross	Net		
	(Clothes, robes, shoes, hats, linens, etc., all personal effects, etc.)				

Contents certified correct

(If shipment forwarded transportation charges collect, state amount, if known, or leave to be contained in invoice of transportation company.)

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Note 33. Import duties, storage, insurance, customs brokerage, carting or hauling charges.

(a) Import duties. Import duties which may be charged on household effects are not regarded as a part of the cost of transportation and may not be charged against the Government.

(b) Storage charges. Charges incurred for the storage of household effects at the beginning or termination of the journey, or at an intermediate point where such storage is not incidental to the direct transportation thereof, are not payable by the Government.

(c) Second carting charges. A second carting or hauling charge in connection with a shipment of household effects at the beginning of the authorized shipment will not be allowed except (1) where it is cheaper to have the effects transported to a warehouse for packing prior to shipment than it would be to have them packed at the residence and carted direct to the freight station; or (2) where it is impossible to have them packed at the residence thereby necessitating a second cartage charge; which facts must be fully shown by certification to be included with the accounts in which such charges are claimed for reimbursement. If effects are taken to a warehouse for packing and then placed in storage prior to shipment, a second hauling charge will not be allowed except when an officer or employee has been advised by the Department that he will not return to his post, but will be transferred elsewhere upon completion of his official mission; and specific authority is given to pack but not ship the effects pending the receipt of further instructions. The storage charges, however, will not be allowed.

Under no circumstances will a second carting or hauling charge be allowed at the termination of the shipment. The restrictions herein apply likewise to the personal baggage of the traveler. (9 Comp. Gen. 377.)

(d) Services of customs brokers. Expenses incurred for the services of customs brokers in preparing and taking customs entry will be allowed only where the officer or employee himself, or a member of the staff of a mission or consulate, or a United States Department Agency, cannot perform such services without the necessity of incurring travel expense.

(e) Government not responsible for loss or damage. The Government assumes no responsibility for loss or damage to effects of officers or employees transported by

freight, even when the officer or employee is traveling on duty; nor will charges for marine and other insurance be allowed.

GENERAL PROVISIONS AND DEFINITIONS

Note 34. Definition of "family". Those entitled to reimbursement for expense of transportation and subsistence and transportation of effects under these notes and the Standardized Government Travel Regulations include officers and employees of the Foreign Service. The family, whose expenses of transportation and per diem may be charged as that of the government, may include a wife and dependent children (including stepchildren) and no others. The word "dependent" means children who have not reached the age of 21 and who are not accustomed to provide for their own support; but any dependent child arriving at the age of 21 between the date of departure from the old post and arrival at the new post shall be considered as coming within the regulations for the whole journey.

Note 35. Time limitations in cases of transfers. The expenses of the family of an officer or employee entitled to transportation at Government expense will be allowed under the limitations imposed by these notes and the Standardized Government Travel Regulations and existing laws, whether they accompany, or follow, or precede him, provided their departure is subsequent to the date of his travel order. Such expenses will not be allowed, however, where the members of the family following him begin the journey later than six months after the date of the departure of the officer or employee, except that in special cases the Secretary of State may, if in his judgment the facts so warrant, authorize such expenses subsequently notwithstanding the expiration of the six months period.

Note 36. Time limitations in cases of resignation, retirement, or expatriation from the service.

(a) Resignation before expiration of two years' service. An officer or employee who voluntarily resigns from the Service within less than two years after entering it shall be entitled to reimbursement for the expenses of transporting himself, his family, and his effects to the United States. This provision does not apply to an officer or employee who resigns.

(b) Expiration of two-year rule. An officer or employee ordered to the United States within less than two years after entering the Service and subsequently permitted to resign will be allowed expenses of transportation and per diem for himself

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and family, and transportation of effects, unless he is recalled for malfeasance in office.

(a) One-year limitation on shipment of effects. In the event of retirement, resignation, or separation from the Service, an officer or employee will not be entitled to reimbursement for the expenses of transporting himself, his family, or his effects to the United States, unless such expense is incurred within one year from the date of retirement, resignation, or separation from the Service, except that in special cases the Secretary of State, if in his judgment the facts so warrant, may authorize such expenses subsequently notwithstanding the expiration of the one-year period. Neither transportation expense nor per diem are payable in cases of separation from the Service due to malfeasance in office.

The family may depart and the effects may be shipped before the officer or employee leaves his post pursuant to his resignation, retirement, or separation from the Service, provided the expense to the Government is not increased thereby.

Note 17. Destination to which expenses are payable in cases of resignation, retirement, separation, or death. When an officer or employee retires, resigns, or is separated from the Service, the transportation expense and per diem of himself and family, and the cost of shipping his effects, will be payable from the last official station, and previous posts, to that point given in the Foreign Service Form, "Application for Appointment", as his permanent address (not legal residence) at the time of entrance into the Service, or to any other point to which the cost would be no greater. If his original appointment was made while residing abroad, the expenses will be payable to that point in the United States where his official residence will be established. This provision does not apply to officers or employees who voluntarily resign before completing two years of service, except as provided in note 26 of this supplement, or are recalled for malfeasance in office, but this provision does apply to the transportation of the remains of deceased officer or employee and to the transportation of his family and effects (see note 21 of this supplement).

Note 18. Transfer at request of officer or employee. An officer or employee transferred from one post to another at his own request and for his own convenience will not be entitled to reimbursement for the expenses of himself

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or his family, or of per diem en route, or of the transportation of effects.

Note 39. Official travel during periods of leave of absence.

(a) Transfers. An officer or employee who, while in the United States or on route thereto or therefrom on leave of absence at his own expense, is transferred to a new post, shall be entitled to reimbursement within the definitions and limitations of these notes and the Standardized Government Travel Regulations for the following, but in no case may the expenses authorized exceed the expense that would have been incurred for transfer between the old post and the new:

(1) Personal transportation and per diem en route from the United States to his new post, and the transportation of his personal effects as herein defined, provided that he is in the United States, or on route thereto, when so designated. If he is on route from the United States to his old post when so designated, he shall be entitled to these expenses only from the old post to the new, unless such expenses are specifically authorized from some other point in his journey.

(2) Transportation expenses and per diem en route of his family, or such part thereof as may be with him or in the United States, from the United States to the new post, and the transportation of their personal effects as herein defined, provided that they proceed to the new post within six months of his departure therefrom.

(3) Transportation expenses and per diem en route of family en route to the old post. The expenses of transportation and per diem en route of such family shall be at his old post when the officer or employee is designated to the new post, and the transportation of their personal effects as herein defined, provided that they proceed directly to the new post within six months of the departure of the officer or employee for the new post.

(4) Expenses of transportation and per diem en route, and transportation of personal effects as herein defined, are specifically authorized for an officer or employee to begin at a specified point on his journey, such expenses for all such portion of his family as may be with him at the time, to begin at the same point as for the officer or employee, provided that they proceed to the new post within six months of his departure therefrom.

(5) Transportation of household and personal effects shipped by freight in three a case, as provided for in the first paragraph of note 24 of this supplement.

(b) Travel on leave. When an officer or employee receives instructions to perform official duties while he is away from his permanent post of duty on leave of absence at his own expense he may claim reimbursement for such transportation expenses and per diem en route incurred subject to the provisions of the Travel Regulations from the point where he is taking leave to the designated place of duty and return to the same point from which official travel was stopped, or in the event that he did not return to that point from which official travel was stopped, he may claim reimbursement only for the additional expenses incurred in excess of those which could have been incurred in returning direct from the point where travel was stopped to his permanent duty station. The rule is well established that when an

Employee absents himself from his headquarters or duty station on a leave of absence he assumes the obligation of returning himself to his headquarters or duty station at his own expense at any time his services may be required. (Comp. Gen. A-95890, Aug. 9, 1938.)

Note 40. Leaves of absence at Government expense and transfers while on such leaves. Expenses in connection with leaves of absence will be allowable only when the Secretary of State, deeming it to be in the public interest, orders to the United States on statutory leave of absence, as provided by section 22 of the act approved February 24, 1931, as amended by the act of March 17, 1911 (22 U. S. C. 17), any foreign service officer or American employee who has performed three years or more of continuous service abroad, in which case the expenses of such officer and his family in traveling from his post to his home in the United States and return (or, in the event of a transfer on such leave, from the United States, or from any point on route between the United States and the old post where the traveling journey is interrupted, to the new post) shall be paid under the same rules and regulations which apply in the cases of officers going to and returning from their posts under orders. When an officer is transferred while on leave at Government expense, the cost of shipping his effects will be as provided for in note 24 (c) of this section.

Note 41. Transfers while on route to or from a post. When an officer or employee is transferred while in direct route from one post to another, the transportation expenses and pay due of himself and family will be payable from that point where the traveling journey is interrupted, to the new post, and the en route of his effects from that point where they are stopped in transit to the new post, subject to the provisions of these notes and the standardized Government Travel Regulations. The shipment of other effects which were not in transit at the time of the transfer will be payable as provided for in the first paragraph of note 24 of this supplement.

Note 42. Transfers while on temporary detail. When an officer or employee is transferred while serving at a temporary post, the transportation expenses and pay due of himself and family will be payable from the temporary post to the old post and thence to the new post, or direct from the temporary post to the new post, and the transportation expenses and pay due of the family of the officer or employee from the old post to the new post will be payable

subject to the provisions of these notes and the Standardized Government Travel Regulations. Per diem will not be allowable at the old post should the officer or employee return to it before proceeding to the new post. Shipment of the officer's or employee's effects still be payable as provided for in the first paragraph of note 34 of this supplement.

Note 43. Transportation of remains. Allowances for the expenses of preparing and transporting to the United States the remains and the ordinary expenses of treatment of officers and employees of the Foreign Service, who die at their posts or in transit, are governed by the provisions of the current appropriation act. When the remains of Foreign Service officers or clerks are shipped, the Department should be informed by cable relative to the date of shipment of such remains, the name of the vessel, the port, the scheduled date of arrival in the United States, and any other pertinent fact. If the remains are to pass through a port at which a dispatch agent is located, the dispatch agent should be notified. (Consistent with Section XIII-8 of the Foreign Service Regulations, regarding documentary requirements for entry of remains into the United States.)

Expenditures, not in excess of \$5 for a clergyman's fee for conducting the funeral services of the decedent are allowable, but expenditures for other religious services, flowers, or other decorations, hiring of churches, chapels, or singers, are not allowable as informant expenses.

These provisions for the return to the United States of the family and effects of an officer or employee, who dies at his post or in transit, will be allowed under the limitations set by these notes and the Standardized Government Travel Regulations, provided the family returns within one year and the effects are shipped within one year from the date of death. This time limit shall not be extended except upon the special authorization of the Secretary of State. The expenses of the family allowable under this provision include items for the complete transportation, per diem, and exchange loss thereon, if applicable, of each item allowable to the appropriation for transportation of Foreign Service officers. (Letter from D. A. O., July 28, 1933.) (See note 37 of this supplement also section V-38 and note regarding claims for a living allowance payable by relatives of heirs.)

Note 44. Consular agents. Consular agents are not entitled to reimbursement for the expenses of transportation of themselves or their families, or of per diem en route, or of transportation of their effects.

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subject to the provisions of these notes and the Standardized Government Travel Regulations. For him will not be allowable at the old post should the officer or employee return to the former proceeding to the new post. Shipment of the officer's or employee's effects will be payable as provided for in the first paragraph of note 14 of this supplement.

Note 43. Transportation of remains. Allowances for the expenses of preparing and transporting to the United States the remains and the ordinary expenses of treatment of officers and employees of the Foreign Service, who die at their posts or in transit, are governed by the provisions of the current appropriation act. With the exception of Foreign Service officers or clerks or shipboard, the personnel should be informed by cable relative to the date of shipment of such remains, the name of the vessel, the port, the scheduled date of arrival in the United States, and any other pertinent facts. If the remains are to pass through a port of call and a lay-out is required, the despatch agent should be notified. (See note 14, Section XIII-B of the Foreign Service Regulations, regarding documentary requirements for entry of remains into the United States.)

Expenditures, not in excess of \$500, are allowable for conducting the funeral service of the deceased, but expenditures for other religious services, flowers, or other decorations, hiring of churches, chapels, or altars, are not allowable as funeral expenses.

The expense of the return to the United States of the family and effects of an officer or employee, who dies at his post or in transit, will be allowed under the regulations set by these notes and the Standardized Government Travel Regulations, provided the family returns within one year and the effects are shipped within one year from the date of death. This time limit shall not be extended except upon the specific authorization of the Secretary of State. The expenses of the family allowable under this provision include those for the legitimate transportation, per diem, and exchange loss to room, if applicable, all of which items are chargeable to the appropriation for transportation of Foreign Service officials. (Letter from G. A. O., July 28, 1934.) (See note 37 of this supplement, Section VIII and note regarding claims for salary allowances payable to the heirs.)

Note 44. Travel agents. Consular agents are not entitled to reimbursement for the expenses of transportation of themselves or their families, or of per diem on route, or of transportation of their effects.

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Note 45. Limitation on acceptance of free transportation. See section I-23 and note 1 thereto.

Note 46. Employment outside the United States. Within the limitations of these notes and the Standardized Government Travel Regulations there may be paid the expenses of transportation and per diem, while on route to his home in the United States upon termination of his services, of an American citizen appointed to a position in the Foreign Service who is a resident of the United States but at the time of employment is in a foreign country, and also of his family and effects, provided he has served two years or more in the Service.

Note 47. All provisions herein established subject to the appropriation act in force. All the provisions of the notes to this section and all the allowances provided for therein are subject to the provisions of the appropriation acts in force during the fiscal year in which the expenditures are incurred.

REPORTING AND FILING OF ACCOUNTS

Note 48. Estimates and follow-up reports. Upon assignment or transfer an officer or employee will, as soon after receiving his instructions as may be practicable, forward to the Department an itemized estimate on form 207, stating accurately as possible the anticipated cost of transporting himself, his family, and his effects to the new post. If expenses are to be incurred in two fiscal years, the expenses to be incurred in each fiscal year should be shown separately. Such estimate will in no case be forwarded later than the date of departure for the new post. If the estimate first submitted is seriously modified by later developments, a "revised" form so marked should be forwarded.

A report in duplicate form, showing the totals expended for transportation, per diem, and shipment of effects, should be forwarded at once upon completion of the travel or upon the payment of the expenses of the transportation of effects.

Note 49. Transportation vouchers and accounts.

(-) Forms 206, 206a, and 206b. Forms nos. 206 and 206a shall be used for vouchering travel and transportation expenses incurred by an officer or employee while in an authorized travel at sea, or for expenditures made in connection with the transfer of his effects and, also, for any charges arising in account of, or incident to, travel performed, such as per diem in lieu of subsistence, mileage, etc., when authorized. If travel was performed by motor vehicle or by accommodations

obtained by the use of transportation requests, form no. 286b should be completed and attached to the transportation voucher.

(b) Forms Nos. 1034 and 1034a. Forms Nos. 1034 and 1034a shall be used for payments made by an accountable officer for transportation expenses, such as those incurred in connection with the authorized shipping of effects of another officer or employee who will not return to his old post owing to his transfer while on leave of absence, or for other reasons, and for the purchase of transportation for another officer's or employee's use, which at times is necessary because of the impracticability of the use of transportation requests.

The cost of properly authorized transportation purchased for another officer, employee, or member of their families, which cannot be obtained by use of Government transportation requests, or the cost of shipping such officer's or employee's effects in accordance with existing regulations and the senior's wishes, shall be vouchered on Forms Nos. 1034 and 1034a. In every such case the approving officer will show on the reverse of the form if not elsewhere shown on the voucher the following information:

- (1) The name of the persons for whom transportation is purchased,
- (2) Names, ages of children, and relationship of members of family to authorized traveler, if transportation is purchased for members of family,
- (3) The dollar equivalents and rates of exchange of all charges shall be shown.
- (4) Reason for purchase of transportation or shipping effects on a foreign vessel.
- (5) A copy of the travel order must be attached to the voucher.

If the information required cannot be shown on the reverse of the voucher, it may be shown on a separate sheet to be affixed thereto.

(c) It must be included in travel vouchers. Travel vouchers shall include all reimbursements for the complete journey or shipment of effects, regardless of whether the travel or shipment covers more than one accounting period or extends through more than one fiscal year in which travel is performed or service rendered.

A travel account, however, should not be withheld pending completion of a delayed shipment of effects not carried on baggage, but should be submitted at the close of an accounting period with a notation that an account for the shipment of effects will follow.

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Expenditures made on behalf of the claimant by the Department of State, or some other office, should not appear as regular items; but such expenditures should be noted in the space provided on the face of the travel voucher to make the account a complete statement of all expenditures involved in the transfer.

(d) Accounts not complete within accounting period. When drafts are drawn by an officer while en route to his post, or in case travel or shipment extends beyond the end of the month, all drafts drawn during that month be accounted for by the officer on an account current submitted by him within 10 days after the end of the month. The amount of the draft shall be entered thereon on the receipts side; and the amount entered as a balance due the United States under the appropriate State account of advances, or appropriation as applicable if not under a State account of advances, on the payments side of the account current. The balance due the United States must be accounted for by the officer during all subsequent accounting periods, until the journey or shipment of effects has been completed and the voucher, Forms Nos. 206 and 206a, supported by Form No. 206b, has been prepared and entered as a disbursement in an account of final cash balance and additional drafts, if any. (See also Voucher and notes for complete instructions regarding drafts.)

(e) Foreign Service Incentive. Travel accounts of Foreign Service officers detailed as inspectors shall be submitted monthly and not later than the tenth day of the month following the month in which the travel was performed.

Note 50. Direct settlement of payment by principal officer. Accounts of bonded officers of final which are for use not been reported may be submitted direct to the Department of State or sent to the officer in charge for payment. Unbonded employees are not permitted to draw drafts, and consequently their travel accounts must be presented to the principal officer for payment or to the Department for direct settlement.

No account current is necessary when transportation voucher, as submitted by the necessary subvoucher, is presented direct to the Department for settlement by the donor's accounting office and payment by check on the Treasury of the United States. When a transportation voucher is presented to the principal officer, he may in his discretion, after examination thereof, reimburse the officer or employee from the proceeds of a draft, or if he believes it preferable not to make payment in advance of settlement by the donor's accounting office, the voucher should be forwarded to the Department with no payment as a claim against the United States.

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Article 51. Vouchers and supplementary information.

(1) Travel vouchers. Form No. 206 shall be given a voucher number by the officer receiving the account and entered on Form No. 132, Disbursing Funds, Cash Record and Disbursement, only. Vouchers covering transportation shall not be entered on Form No. 132, Voucher for petty cash and services other than personal. The supporting receipts and vouchers shall be attached and given subvoucher numbers.

(2) Information to be given on travel vouchers. Every officer and employee submitting an account for expenses under these notes and the standardized Government travel regulations shall attach to every travel voucher a copy of his travel orders and shall set forth in the space provided therefor on Form No. 206 the name, age, and relationship to him of the members of his family, who accompany him on the journey or whose transportation expenses and per diem on the journey are charged against the government. The travel voucher must also show the route followed in the journey, the dates and hours of (1) departure from the post, (2) of arrival and departure from places where a change of status occurs which will affect per diem rates, (3) where any special expenses are incurred due to departure on official business or for personal reasons, and (4) arrival at destination.

In all cases the Form No. 206 (approved Nov. 20, 1929) must bear the signatures of the applicant and the approving officer, and unless payment is made by check on the Treasurer of the United States, the cash receipt on the voucher must be signed by the cashier.

(3) Voucher for transportation of effects. Vouchers covering charges for transportation of effects should be prepared on forms 1034 and 1035 and should show the following information: (1) the weight or measurement of the shipment; (2) the unit price; (3) a complete statement of billings a basis for the adjustment of the amount charged; (4) the title of the shipment; and (5) receipt of the payee. The usual accounting by the person liable for the charges and notes by accounting information is also required to be shown. Additional requirements are as follows: (1) Vouchers covering the cost of shipment of mail must be supported by an itemized statement of the cost of the shipment by air or water; (2) vouchers covering the cost of shipments of mail, explosives, radio, must be supported by an itemized statement of the cost of shipment by the most economical route; (3) vouchers covering the cost of shipments by mail, explosives, radio, must be supported by an itemized statement of the cost of shipment by the most economical route; (4) all itemized statements submitted for a motive purpose shall include the cost of packing and unloading, hire of lift vans when available, carting, unloading, and other 1942

freight, and incidental expenses.

A signed copy of the bill of lading, showing the usual description of the packages and the cubic measurement or weight of the shipment, the consignor, and the consignee must be submitted to the Department with the voucher on which the charge for freight appears. (Both the voucher and bill of lading are required.)

(d) Vouchers for cartage, etc. of effects. Charges for cartage, packing and unpacking, crating and uncrating of effects must be supported by receipted vouchers giving full information, including the number of cases; and in the event the travel voucher in which the packing or unpacking charge appears is not supported by a covering bill of lading showing the weight or measurement, or where a reference to such bill of lading cannot readily be made by voucher number and name of the disbursing officer, the weight or measurement of the cases must be shown to evidence compliance with the provisions of note 30 of this supplement.

Note 52. Penalty for false accounting for travel. A penalty is prescribed of \$5,000 and imprisonment of not more than ten years, or both, for a false or fictitious entry or record in a travel account. (18 U.S.C. § 80; 18 U.S.C. § 189, 31 U.S.C. § 231.)

Note 53. Advance payment of transportation or packing and shipping charges. Advances of public money is not permitted (see section V-10, note 1), but upon the receipt of or of travel orders bonded officers may, within the limitations of these notes and the Standardized Government Travel Regulations, draw for:

(a) Such amount as may be actually necessary for the purchase of steamer and railway tickets for himself or another officer or employee about to perform travel. If the purchase is made for another, a receipt should be obtained from the officer or employee, when the tickets are delivered, and attached to the travel voucher as supporting evidence.

(b) The amount necessary to pay transportation or forwarding fees into the actual cost of packing and shipping household and other effects not transported as baggage. Receipts on Forms Nos. 1034 and 1034a should be obtained to support the charge in the accounts.

Note 54. Accounting Forms. The following forms are to be used in rendering travel accounts which are not included in the regular office accounts and are to be forwarded in the number of copies stated:

(a) Form No. 222 - Account Current; 3 copies, signed original and 2 carbon copies, to be forwarded to the Department.

(b) Form No. 312 - Disbursing Funds, Cash Record and Schedule; 3 copies in all, first copy to be certified.

(1) Form No. 333 - Collect
3 copies in all, first & 2
(2) Form No. 32 - Receipt
copy for each day's drawing
(3) Form No. 246, 247
and other expenses, 1 copy
for each day's drawing
(4) Form No. 270
copy for each day's drawing
(5) Form No. 246, 247
and other expenses, 1 copy
for each day's drawing
(6) Form No. 246, 247
and other expenses, 1 copy
for each day's drawing

Notes 53 & 54
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(c) Form No. 111 - Collections (other than Trust Funds) Record and Schedule; to file in all, first copy to be certified - provided collections are made.

(d) Form No. 92 - Exchange Voucher; 2 copies, signed original and carbon copy, for each draft drawn.

(e) Forms Nos. 206, 206a and 206b - Public Voucher for Reimbursement of Travel and Other Expenses, 1 copy each except 206b which should be in duplicate. Form No. 206 must be signed, approved, and supported by a copy of the travel order and subvoucher.

(f) Form No. 250 - Schedule of Telegrams Sent; 2 copies, signed original and carbon copy, to be supported by true copies of the transmitted text of each message sent.

(g) Forms Nos. 1034 and 1034a - Public Voucher for Purchases and Services Other Than Personal; 1 copy each, Form No. 1034 to be certified, approved, and receipted, to support expenditures as outlined in notes 49b, 51a and 53. COPIES OF TRAVEL ORDERS MUST BE ATTACHED.

TRAVEL

Note 5b. Special cases. Should there occur through a combination of special circumstances, unforeseen and therefore unprovided for in the plain terms of these notes and the Standardized Government Travel Regulations, a case concerning which question arises whether credit for expenditures may be allowed, the case may be referred to the Secretary of State. If he deems the circumstances warrant, he may give his administrative approval, and credit will be allowed regardless of the other provisions of these notes, provided that credit is not prohibited by statute or the provisions of the Standardized Government Travel Regulations.

September 1942

(17)

OFFICE OF STRATEGIC SERVICES
WASHINGTON, D. C.

November 14, 1948

FROM: DONALD C. DOWNES
TO: JAMES MURPHY
SUBJECT: MICHAEL JIMINEZ (S-4)

This is the man for whom I would like a *Ensign*.

~~2nd-Lieutenancy~~. His qualifications are:

1. Expert Radio man with clandestine and combat experience (Spain '37-'39)
2. Parachutist and Small Boat Operator
3. Spanish Language his first.
4. American citizen by birth.
5. 6 months S.O. and S.I. Training in O.S.S.

D
D. C. D.

Lucy, Sam. Gideon 6324
** War Dept Pers.*

In reply
 refer to: 201-Lucy, Sam Gideon

WJD/JEM/ack
 February 11, 1943

SUBJECT: Promotion.

TO: The Adjutant General, War Department, Washington, D. C.

1. Under the provisions of Circular No. 161, War Department, 1942, as amended, it is recommended that the officer named below be promoted to the grade as indicated:

GRADE	NAME	ASN	ARM OR SERVICE	DATE OF APPOINTMENT	GRADE RECOMMENDED
Captain	Sam Gideon Lucy	O-906133	AUS	May 24, 1942	Major

2. During the past (8) months Captain Lucy has by actual outstanding performance of duty demonstrated his fitness for promotion to the next higher grade and his capacity for its responsibilities. During this period he has proved himself to be efficient and has demonstrated his fitness for this position in every respect. To the best of my knowledge and belief, this is the best fitted officer available in this command for the grade and position for which promotion is recommended. The relative rank of all Captains of this organization has been considered.

3. A position vacancy exists in this organization. By filling this promotion and by the promotion of others previously recommended, the total number of authorized grades of this organization will not be exceeded.

WILLIAM J. DOXOVAN
 Director

6334

201 -- Lucy, Sam Odeon

May 14, 1942.

SUBJECT: Appointment in the Army of the United States.

TO: The Adjutant General, War Department, Washington, D. C.

1. Under the provisions of AR 600-10, December 10, 1942, and existing War Department policies, it is recommended that the following named person be appointed in the Army of the United States to the grade and for duty as indicated below:

- a. NAME: LUCY
- b. Captain USA - branch immaterial.
For duty with the Coordinator of Information.
- c. The proposed appointment is within the procurement objective authorized by the War Department.
- d. Type of service or character of duty: The duty proposed is of a secret nature, in connection with the work being undertaken by this organization under authority of directive issued by the Joint Chiefs of Staff in letter dated February 26, 1942.
- e. Applicant's special qualifications: This man possesses unusual abilities in connection with production of material to be used by this unit. His engineering and industrial experience fit him for his contemplated duties. His services for this unit are therefore especially to be desired.
- f. Citizenship: by birth.
- g. Applicant is not a civilian officer or employee of the United States or of the District of Columbia.
- h. Waiver recommended:-- none required.
- i. Applicant's draft classification is 2-B; he is not under orders for induction.

Ltr. COI Ref Apmt. in the A.U.S., to The A.G.O. dtd Cont'd.

2. If appointed, it is recommended that he be ordered to extended active duty at: Washington, D. C. with: The Coordinator of Information.
3. Waiver of fourteen days notice for active duty is attached.
4. The duties to be performed by the applicant can not be adequately performed by him in a civilian capacity.

William J. Donovan
COORDINATOR OF INFORMATION

Incls:

- #1 -- A. A. 170 (in dupl.)
- #2 -- A. A. 63 (8-11-42)
- #3 -- A. A. 170 (in dupl.)
- #4 -- Waiver of 14 day period for AD
- #5 -- Ltr fr draft bd.