

McLaren II

WAR RELOCATION AUTHORITY

Washington

APR 26 1945

April 17, 1945

ADMINISTRATIVE NOTICE No. 234, Revised

Subject: Transfer of Surplus Property to Interior Agencies

Distribution: A

This Notice supersedes the original issuance of No. 234, dated March 21, 1945, all copies of which should be destroyed. Section VII, which was unnecessary and misleading, has been dropped.

An agreement has been reached with the Department of the Interior for expeditious circularization and transfer of WRA surplus property to other agencies of the Department which may need it.

- I. Handbook Section 20.4.9A, in the revision about to be issued, requires that centers submit to the Washington office lists of surplus property attached to Form OEM-727, in 25 copies.
- II. The Washington Office will circularize lists covering special items to other centers to determine whether such items are needed by the WRA.
- III. Twenty copies of the list, with items to be retained in WRA marked out, will then be given to the Department of the Interior for circularization among other Bureaus and agencies within the Department. A time limit of 21 days has been set for Departmental consideration, including any inspection of the property it may desire to make. At or before the end of the 21 day period, the Department will notify the Washington office of WRA what items are desired, furnishing item number, description and number of units. If the property is to be shipped by commercial carrier, the requesting bureau of the Department of the Interior will furnish a Government Bill of Lading properly executed to cover shipment, providing for payment of shipping charges by the consignee. The requesting bureau will ~~transmit shipping instructions and bill of lading~~ directly to the centers.
- IV. The requesting agency may arrange to pick up with its own facilities the items that it requests. If it does not, the center

shall make immediate arrangements to ship the items requested. The center shall pack or crate and ship the requested articles under the Government Bill of Lading furnished by the requesting agency. WRA's responsibility is limited to delivering such articles to the carrier; WRA is not responsible for their repair or transportation. It is important to get the articles off the center as early as possible.

- V. No doubt, therefore, the several bureaus and their field offices will direct inquiries to the centers concerning detailed information of property declared surplus.

It is requested that such inquiries be handled promptly and the information furnished as soon as possible. As indicated in Section III above, the bureaus of the Department are limited as to the amount of time in which they may request the transfer of property surplus to the Authority. It is, therefore, of the utmost importance that there be no delay in handling of inquiries from the bureaus and their field offices.

- VI. After shipment is completed the center shall prepare a Form 1080 to bill the receiving agency, using the valuation listed on the surplus declaration. An item of 2 per cent of the total shall be added to cover any cost of crating, packing and handling and delivery to carrier. The Form 1080 shall be sent directly to the office of the requesting agency which receives the property. When payment is made it shall be deposited in Miscellaneous Receipts, except for the 2 per cent handling charge, which shall be deposited to the WRA appropriation, objective class 08, Project Management Activity.

William E. T. T.
Acting Director

