

WAR FOOD ADMINISTRATION
Extension Service
Washington 25, D. C.

Procedure for Making Requests for Loan of U. S. Army Equipment
to House and Feed Intrastate Agricultural Workers,
Including Members of VEV and WIA from Other States

1. Equipment needed should be requested on EFL Form 16 revised (copy attached). Four copies of this form should be sent to this office at least 20 days prior to requested delivery date.
2. Only equipment needed to house and/or feed intrastate workers, including members of VEV and WIA from other States, should be requested through the Federal Extension Service. Equipment needed for interstate and foreign workers should be requested through the appropriate divisional Chief of Operations of the Office of Labor (see 1307.10 of Chapter 13, Policy and Procedure Manual, Office of Labor). (Your attention is directed to War Manpower Commission Memorandum dated July 15, 1943, regarding the clearance through USES channels of requests for equipment to house and feed processing workers.)
3. Every effort must be made to procure equipment needed from local and commercial sources, and Army equipment should be requested only after a survey of other sources indicate that the needed equipment is not available.
4. Only the minimum amount of the items needed, and which are indicated on EFL Form 16 revised, should be requested. The basis of issue which will be followed by the War Department in filling these requests is shown on the attached table, which should be used in determining the amounts needed. If certain items requested are not available the War Department will furnish a substitute whenever possible.
5. In filling out EFL Form 16 revised, be sure that all requested information is given. Use a separate form for each delivery point, and indicate exactly where the equipment is to be delivered. Be sure to give the name, address, and telephone number of the person designated to receipt for the property. This person must be someone located at or very near to the point of delivery, otherwise the Army officials will take no action on the request.

The Business Manager, Office of Labor, is responsible for the clearing of these requests, and the War Department has requested that no contacts be made with their local officials in the various Service Commands for use of equipment prior to the issue of authorization from headquarters. Requests are submitted to the War Department approximately 15 days prior to requested delivery date.

The instructions and procedure outlined in EFL Circular No. 19, relative to the custody and return of Army equipment, remain unchanged and should be followed by each State extension service borrowing such equipment.

Attachments

June 21, 1944

742-44