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*Declassify File*

SPECIAL REREVIEW  
FINAL DETERMINATION  
UNCLASSIFIED

By: *P. Cox* 8/20/79  
Date: *9/18/81*

CLASSIFICATION CANCELLED  
OR CHANGED TO 11  
BY AUTHORITY OF DOC  
BY Revised DATE 7/29/71

*DOC*

*8-20-79*

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Management., Etc.)  
Book 1 10-13-42 thru 9-30-44

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This Document contains 2 Pages.

This is copy 1 of Series A

ARMY SERVICE FORCES  
UNITED STATES ENGINEER OFFICE  
MANHATTAN DISTRICT  
OAK RIDGE, TENNESSEE

File in  
8110-44  
IN REPLY  
REFER TO

EIDMU-11-d

MD-310.1

15 July 1944.

Subject: Combination Functional and Positional Chart.

MEMORANDUM to Mr. L. G. Tanner.

1. Transmitted herewith in accordance with the provisions of District Circular Letter (Civilian Personnel 44-24) are three photostatic copies of organization chart for the Y-12 Operations Division. These charts show the status of this organization as of 1 July 1944. Please note that there are two vacancies in the grade of CAF-2 shown thereon. A list of all civilian employees showing their payroll designations, grades, and salaries accompanies the charts, as required by Paragraph 9 of the above-mentioned circular letter.

2. Following are statements concerning the functions of each of the sections shown on the chart:

Administration. This section is charged with the responsibility of reviewing for approval or disapproval of the Contracting Officer all matters concerning reimbursement of costs to the contractor under the provisions of the contract. This section also maintains liaison between the district control and service sections and the contractor.

Operating Supplies & Expediting Section. This section is responsible for following and expediting operating supplies and for coordinating the requirements for these materials with those of other contractors where conflicts exist.

Plant Operations. This section obtains information from the various process buildings for the Y-12 Operations Officer and consolidates such information into reports for his use in relaying information to higher authority, and in making decisions and reports.

Process Improvement. This section is charged with the responsibility of keeping the Operations Officer informed as to the program of process improvement being carried on by the contractor and coordinates the need for proposed lines of research with production requirements.

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Chemical Operations. This section must at all times keep the Operations Officer informed as to progress being made in chemical production and research. The section also assists the contractor in obtaining process information from outside sources.

Plant Utilities. This section is responsible for review of the contractor's requirements for plant services aside from the process buildings. These include general utilities such as power, water, steam, laundry, machine shops, foundries, and other service facilities.

Y-12 Operations Files. This section is charged with the responsibility for the receiving, distribution, and dispatching of all mail to and from this office and for the maintenance of all files, including all classified information.

Priorities. This section is jointly under the direction of the Y-12 Operations Office and the Washington Liaison Office. It is charged with the responsibility of obtaining out-of-line rating assistance for the operating contractor and the constructing contractor where necessary.

ENGINEER OFFICE  
MANHATTAN DISTRICT  
DISPATCHED

JUL 17 1944

A.M.

7:18 AM

↑

W. E. Kelley  
W. E. KELLEY, *W. E. Kelley*  
Major, Corps of Engineers,  
Y-12 Operations Officer.

2 Incls., in trip.:  
Chart  
List.

H 2 address  
3 - (Y-12)  
485 - cl file.

*Inter*

PRIVACY ACT MATERIAL REMOVED

Special Assistant

G. B. Spengler Clerk CAF-6

Priorities

R. B. Cooper Clerk-Steno CAF-3

Administration

L. E. Hays Clerk-Steno CAF-3

Operating Supplies & Expediting

B. H. Stillor Assoc. Engr. P-3

Process Improvement

H. R. Holzman Clerk-Steno CAF-3

Y-12 Operations Files

M. F. Belcher Clerk-Typist CAF-2

Chemical Operations

J. V. DeRenzis Clerk-Steno CAF-3

Plant Utilities

S. C. Welliever Assoc. Engr. P-3

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Subject: Combination Functional and Positional Chart.

EIDMV-41  
MD-310.1

1st Ind.

U.S. Engineer Office, Manhattan District, Oak Ridge, Tenn., 29 July 1944.  
To: Major W. E. Kelley, C.E., Y-12 Operations Officer.

1. Pursuant to District Circular Letter (Civ. Pers. 44-24), dated 27 May 1944, above subject, chart for your Division is returned approved.

2. This chart will render inoperative any previously approved chart for your Division.

For the District Engineer:

UNCLASSIFIED FILE REFERENCE  
U. S. ENGINEER OFFICE  
MANHATTAN DISTRICT  
DISPATCHED

JUL 31 1944

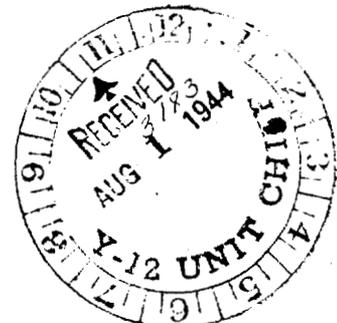


J. E. TRAVIS,  
Major, Corps of Engineers,  
Assistant Executive Officer.

- 1 Incl.:  
Approved Chart.
- 2 Incls.: W/D  
Chart (in dup.)  
List (in dup.)

*H 2 - 4 - 12  
344 - file*

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