

May 24, 1944

REPOSITORY OAK RIDGE OPERATIONS OFFICE
BUILDING 2714 J
 COLLECTION ROCHESTER UNIVERSITY - SPT 1161
CORRESPONDENCE, MEDICAL IN CUSTODY OF
 BOX No. 4-340-5 ORISE
 FOLDER MR. BITTERS

Drs. Hodge, Bale, Bishop
 Mr. Wantman ✓
 Lt. Armstrong

As a result of numerous conversations with Colonel Warren, Captain Ferry, and myself, the following procedure has been agreed to in handling requests for data from the Manhattan District to the Rochester Contract, and approved by the Area Engineer, Lt. Armstrong.

1. The person desiring information will direct a memo request to the appropriate Division Head with a copy to the Director of the Manhattan Department and the Area Engineer.
2. The Division Head will consider the problem and answer the request in one of two ways:
 - a. If the research cannot be done, he will indicate his reasons for not accepting it in a letter to the requester with a copy to the Director and the Area Engineer.
 - b. If the problem is considered favorably, he will submit a plan for doing the research to the Director of the Project.
3. If the plan is approved by the Project Director, he will submit the proposed problem to the Area Engineer.
4. The latter will consider the problem and if he approves, he will transmit the problem to the District Engineer, Attention: Colonel Stafford L. Warren.
5. The latter will indicate by endorsement, approval or disapproval of the research as planned.
6. Although this procedure is somewhat involved, it seems to provide the only means by which all the persons concerned can be informed.

AHD:SHG

Andrew H. Dowdy, M. D.
 Director, Manhattan Department

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