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MEMORANDUM

AUG 18 1944

To: All Ordnance Division and Group Leaders  
Dana Mitchell

Attention: All Secretaries

From: Captain W. S. Parsons, USN

Subject: Negotiations with Certain Outside Activities to Obtain Engineering Assistance, Information, and Material.

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As of August 1944, this memorandum outlines the procedures to be followed in general, in dealing with the Detroit office of the University of Michigan, General Groves' office (Major Johnson, Captain Derry), Colonel R. G. Butler's office, Lt. Commander Hudson Moore's office, Paul Fine's office, and the Los Angeles office. It supersedes and cancels the memorandum on the same subject, dated 19 May 1944.

Material destined for Y is usually shipped to:

Professor of Naval Science and Tactics  
Naval Reserve Officers Training Center  
University of New Mexico  
Albuquerque, New Mexico  
Attention: D. P. Mitchell  
c/o Dr. E. J. Workman

FINAL DETERMINATION  
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L. M. Redman  
JAN 14, 1981

1. DETROIT OFFICE, UNIVERSITY OF MICHIGAN

The University of Michigan took over this office as of 15 May 1944. Prof. H. R. Crane is the official investigator and OSRD representative at the University in connection with this contract (OEMsr-1233). Lt. Willett Moore, USNR, is stationed at the University under orders as liaison officer with the Detroit office in connection with this contract. Mr. George Chadwick, as authorized representative, OSRD, has the duty of making available his judgement as to engineering design and industrial capacity in the Detroit area. Lt. Colonel R. W. Lockridge, C.E., USA, is in charge of the Detroit office and, as authorized representative of the OSRD and special assistant to the Director, OSRD, is responsible to the Government and the University of Michigan for the proper functioning and operation of this office. In this capacity he is assisted by Major Frank Smith, C.E., USA, and Lt. Willett Moore, USNR.

All communications from Y in the form of letters and teletypes should be addressed to:

VERIFIED UNCLASSIFIED  
PUBLICLY RELEASABLE  
LANL Classification Group

Resident Engineer  
P. O. Box 458  
Northwestern Substation  
Detroit 4, Michigan

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These should originate from the office of the Chief Engineer, Ordnance Division, at Y. This is the authorized channel for communications with the Detroit setup. The engineering office will assign "D" request numbers to each order involving material.

Telephone conversations to discuss points on specific jobs will be authorized in advance in a regular teletype which will name the job and the individual at Y who is authorized to discuss the job. Each telephone conversation will be written up bearing "E" No. reference of the subject matter, and carbon copies sent to the Detroit office and the E-6 office at Y.

2. BRODE-CRANE

The original procurement of electronic models through the Physics Department of the University of Michigan (Professor Crane) will continue to function, with the understanding that Brode or his deputy are the only persons authorized to order via this channel. These orders are assigned "UN" Nos. by Brode and shipments from Michigan are assigned "N+" numbers by Crane.

3. GENERAL GROVES' OFFICE (Major Johnson, Captain Derry)

In order to restrict the spread of information regarding our Santa Fe location and its numerous needs, General Groves has tightened the functioning of his office and our orders which pass through it. At the same time, he has assigned Captain Derry full time to the duty of expediting Ordnance Division jobs through his office in Washington. It should be borne in mind that General Groves' office receives dozens of teletypes each day from several different activities, which are only related through the General himself. In order to permit his secretary, Mrs. O'Leary, to function intelligently in the General's absence, it is necessary to indicate in the heading or in the context, preferably the heading, of each teletype the general manner in which it should be handled. Thus, if the teletype involves Navy action, it should be headed "Action Hudson Moore, information Derry". If it involves Army Ordnance action, it should be headed "Action Butler and Johnson, information Derry". If it involves NDRC action, it should be headed "Action Paul Fine, information Derry". All such must bear Request Nos., or the Nos. of the subject requests, as set forth in par. 4.

Procurement of material by Captain Derry through War Department agencies other than the Office of Chief of Ordnance, will parallel procurement via the Office of the Chief of Ordnance and, in general, this material will be sent to the Albuquerque address indicated above. This material will be signed for by a Naval officer in Albuquerque and will be receipted to him by Mitchell's office. Material which Captain Derry has delivered direct to his office will be originally receipted for by Derry.

4. COLONEL BUTLER'S OFFICE

Request for information or material under the cognizance of Army Ordnance should be either in a teletype as indicated in paragraph 3 above, or in a paper without the Santa Fe address, merely titled "Memorandum for Colonel Butler". This memorandum will be mailed to General Groves' Office, with copy for Captain Derry. Requests for material should be assigned a "W" request number by the Ordnance office.

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5. LT. COMMANDER HUDSON MOORE'S OFFICE~~SECRET~~

All requests which involve Navy action or Section T, OSRD, action in Washington should be addressed as indicated in paragraph 3 above if teletypes, or addressed, if as letters, to Lt. Commander Hudson Moore, Jr., USNR, Research and Development Division, Bureau of Ordnance, Navy Department, Washington, D. C., and copy to Captain Derry. These will be handled by Lt. Commander Moore in the Bureau or from his office at Silver Spring, Maryland.

If it is not known whether the material can be procured from the Army or the Navy, a special case arises and it is probably desirable to write to Lt. Commander Moore via Major Johnson, General Groves' office, with copy to Captain Derry; then the letter will go to Lt. Commander Moore only if Johnson and Moore consider Navy action preferable to Army action. Requests for material should be assigned an "NR" request number by the Ordnance office.

6. PAUL FINE'S OFFICE

Dr. Paul Fine, who is Dr. Tolman's assistant and functions in Dr. Tolman's office at 2101 Constitution Avenue, N.W., Washington, D. C., is the authorized channel for all dealings with the NDRC in connection with obtaining and shipping small amounts of non-explosive ordnance material or electronic material, in which the Santa Fe connection should not be revealed. Teletypes should be addressed as indicated above, and letters may be sent direct to Paul Fine at Dr. Tolman's office. Requests for material should be assigned a "PF" number by Mitchell's office.

7. LOS ANGELES OFFICE

To supplement the previous mechanism of this office Mr. O. W. Smith has been added, to function for manufacturing procurement. Mr. Smith reports both to Lt. Col. Stewart and to Mr. Dyhre.

Orders for manufacturing or fabricating models or material not commercially available are made in memorandum form to Charles Runyan in E-6. These orders are assigned an "ER" number by Runyan and are then sent through Mitchell's office. Since Mr. Smith is intimately familiar with the aircraft industry limited use of his specialized knowledge should be made to determine commercial availability of material in this category.

8. FREDRIC FLADER COMPANY

Normally procurement is not carried out through this office. However, certain items used in the aircraft industry may in the judgment of Mr. Bonbrake be more easily and expeditiously obtained in Buffalo than in Los Angeles or Detroit. In this event special arrangements can be made for purchase in Buffalo, either through the Detroit office or under Flader's contract.

9. All other procurement is through Mitchell's office.

10. As a general rule all orders for material of all kinds should be signed or initialed for correctness, by the originating section or group leader. If serious delay will result from holding the order for initialing in advance, then it should be placed, and initialed afterward.

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