DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

of the State Department. He has served as Assistant Naval Attache, Cairo; Naval Liaison Officer, Suez; and as a member of the Intelligence Staff, Commander, 7th Fleet. The Bureau of Naval Personnel has indicated that he is at present available for a new assignment.

5. Mr. Gates is probably interested in this assignment.

Respectfully,

A. F. RICHARDSON

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAVE CONSERVATION PAPER

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

26 September 1945

From: Helen M. Nichols, Ylc, USNR(W), 558-87-70.
To: The Chief of Naval Personnel.
Via: (1) Commander A.F. Richardson, USN, Secretariat, SWNCC.
(2) Division Officer, Administrative Office, EXOS.
(3) Commanding Officer, U.S. Naval Barracks.

Subj: Permanent Address--Change of.

1. It is requested that my permanent address be changed from 909-39th Avenue, Gulfport, Mississippi, to:

1221 Powhatan Street,
Alexandria, Virginia,

inasmuch as I have now established legal residence in the state of Virginia and plan to make my home there after being discharged from service.

Helen M. Nichols.

- -

STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

FIRST ENDORSEMENT 26 September 1945

From: Senior Naval Member, Secretariat, SWNCC.
To: The Chief of Naval Personnel.
Via: (1) Division Officer, Administrative Office, EXOS.
(2) Commanding Officer, U.S. Naval Barracks.

1. Forwarded, recommending approval.

A. F. RICHARDSON.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STATE-WAR-NAVY COORDINATING COMMITTEE
SUBCOMMITTEE FOR THE FAR EAST
MUNITIONS BUILDING
WASHINGTON, D. C.

14 September 1945

From: Lieutenant (jg) Willie Evelina Martin, (W) USNR.
To: Chief of Naval Personnel.
Via: Commander A. F. Richardson, USN.

1. I acknowledge receipt of notice of appointment to the rank of Lieutenant, junior grade, in the Naval Reserve, for temporary service made by the President on 1 September 1945.

2. Notice of this temporary appointment was made by my reporting senior pursuant to the authority contained in ALNAV No. 237. My BuPers file number is 346282.

3. This temporary appointment has not and will not be declined by me.

4. I certify that my appointment to the rank of Lieutenant, junior grade, has not previously been withheld for any reason.

5. Two (2) certified copies of this letter are being furnished by me to the Disbursing Officer carrying my accounts.

Willie E. Martin
Lieut. (jg) (W) USNR

End-1 14 September 1945 Washington, D. C.

To: Chief of Naval Personnel.

1. Forwarded.

A. F. RICHARDSON
Commander, USN

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

10 September 1945

From: Senior Navy Member, SWNCC Secretariat

To: Ensign Willie E. Martin (W)USNR 346282

1. All stipulated conditions having been fulfilled, your appointment to the rank of lieutenant, junior grade, for temporary service, made by the President on 1 September 1945 to rank from 1 September 1945 is delivered. Your BuPers file number is 346282.

A. F. RICHARDSON
Commander, USN

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

COPY

THE STATE-WAR-NAVY COORDINATING COMMITTEE
Washington, D. C.

6 September 1945

From: Senior Navy Member, SWNCC SEcretariat

To: Ensign Willie E. Martin (W)USNR 346282

Subject: Physical examination for promotion (Temporary)

Reference: ALNAV 237, dated 2 September 1945

1. You will report to the Medical Officer in Charge, Naval Dispensary,, Washington, D.C., for examination to determine your physical fitness to perform the duties of a lieutenant, junior grade, for temporary service.

/s/ A.F.Richardson

A. F. RICHARDSON
Commander, USN

- -

1st. END. U.S. Nav. DISP. NAVY DEPT. WASH. D.C.

7 Sept. 1945

To: Ensign W. E. Martin, (W), USNR

1. Reported. Examined and found (KKX)physically qualifited for temporary promotion to Lt. (jg), (W), USNR.

By direction of MO inC.

/signed/

W. P. BLAKE,
CAPT. (MC) USN

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

6 September 1945

From: Senior Navy Member, SWNCC Secretariat

To: Ensign Willie E. Martin (W)USNR, 346282

Subject: Physical examination for promotion (Temporary)

Reference: ALNAV 237, dated 2 September 1945

1. You will report to the Medical Officer in Charge, Naval Dispensary, Washington, D.C., for examination to determine your physical fitness to perform the duties of a lieutenant, junior grade, for temporary service.

A. F. RICHARDSON
Commander, USN

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

5 September 1945

To: Administrative Office, Navy Department

From: Secretariat of the State-War-Navy Coordinating Committee, Room 178, State Department.

Subject: Personnel eligible for discharge who have point score as prescribed by AlNav 196-45.

References: (a) Administrative Office memo EXOS:AO:PGD:r of 4 Sep 45 on above subject.
(b) Letter to Chief of Naval Personnel from Helen M. Nichols, Ylc, of 22 Aug 45; subject: Active duty--request for postponement of separation from. (Copy attached)

Enclosure: (A) Listing of personnel reported eligible for discharge under AlNav 196-45 (one copy).

1. Helen M. Nichols, Ylc, is the only member of this office eligible for discharge under AlNav 196-45.

2. Yeoman Nichols is in a continuing billet and she has requested deferment of her release (reference (b)).

3. It is understood, in accordance with enclosure (B) of reference (a) that such request will be approved by the Commanding Officer, U.S. Naval Barracks.

ALVIN F. RICHARDSON
Commander, USN
Senior Navy Member
Secretariat, SWNCC.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
Administrative Office
Washington 25, D.C.

EXOS:AO:PGD:r

4 September 1945

To: **Ens. Whiteside, State Dept 178**

Subj: Personnel eligible for discharge who have point score as prescribed by AlNav 196-45.

Encl: (A) Listing of personnel reported eligible for discharge under AlNav 196.
(B) Deferment of release of enlisted personnel eligible for discharge under AlNav 196.

1. Enclosure (A) listing the personnel in your office which have been reported to this office by the U. S. Naval Barracks as eligible for discharge under AlNav 196 is forwarded herewith for information. The point scores are figured as of 1 September 1945.

2. It is requested that one copy of enclosure (A) be returned to this office by 6 September 1945 with the following information.

(a) Those whose separation will be delayed more than 30 days by military necessity should be indicated by giving the date of release.
(b) Those to be retained for enlistment in regular Navy should be indicated by placing "USN" beside the name.
(c) Those not indicated for retention will be processed for discharge within 30 days and will not be granted leave.

3. The list will have certain inaccuracies since a number of personnel have been transferred or discharged since this survey was started. Any inaccuracies should be noted on copy being returned to this office.

(a) Point scores may be incorrect due to AlNav 205. It is believed some men may be married to service women but are not claiming dependency allowance.
(b) This list does not reflect those who have been awarded medals.

4. Offices having personnel serving overseas on temporary duty should make an effort to return them as soon as possible when their services are no longer required.

5. A complete list of all personnel attached to each office as of 1 September 1945 with the point scores will be submitted to each office on or about 15 September 1945.

6. Replacements for personnel being retained on board for military necessity should be requested from the Chief of Naval Personnel via this Office and the U. S. Naval Barracks. In Navy Subsidiary Demobilization

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

22 NICHOLS, Helen M. Ylc V-10 558 87 70 N 451 0214 031043 305

In a continuing billet and has requested deferment of release.

ENCLOSURE (A)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

U. S. NAVAL BARRACKS
WASHINGTON, D. C.

Encl: (B)

30 August 1945

To; All Activities Administered.

Subj: Deferment of release of enlisted personnel eligible for discharge under Alnav 196-45.

1. Written requests of enlisted personnel for deferment of release, either indefinitely or until a stipulated date, will be approved by the Commanding Officer, U. S. Naval Barracks without reference to the Bureau of Personnel, provided the endorsement of the head of the office certifies that the person is in a continuing billet.

2. If transfer to another billet is involved, the request will be forwarded to the Bureau of Personnel for decision.

3. When no written request is submitted by the person, but the head of the office recommends deferment due to military necessity until a date not exceeding 120 days from the date of eligibility, deferment is authorized until otherwise instructed by the Bureau of Personnel. The person deferred will be transferred to the Separation Center the day following the end of deferment.

4. Personnel eligible for separation and who have not requested deferment will not be granted leave.

/s/ H.W. UNDERWOOD
H.W. UNDERWOOD
Captain, USN(Ret)
Commanding

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STATE CODES

State Code	State	State Code	State
01	Alabama	25	Nebraska
02	Arizona	26	Nevada
03	Arkansas	27	New Hampshire
04	California	28	New Jersey
05	Colorado	29	New Mexico
06	Connecticut	30	New York
07	Delaware	31	North Carolina
08	Florida	32	North Dakota
09	Georgia	33	Ohio
10	Idaho	34	Oklahoma
11	Illinois	35	Oregon
12	Indiana	36	Pennsylvania
13	Iowa	37	Rhode Island
14	Kansas	38	South Carolina
15	Kentucky	39	South Dakota
16	Louisiana	40	Tennessee
17	Maine	41	Texas
18	Maryland	42	Utah
19	Massachusetts	43	Vermont
20	Michigan	44	Virginia
21	Minnesota	45	Washington
22	Mississippi	46	West Virginia
23	Missouri	47	Wisconsin
24	Montana	48	Wyoming
		49	District of Columbia

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Items shown on list are as follows:

Item (1) - State code
" (2) - Name
" (3) - Rate
" (4) - Classification
" (5) - Service Number
" (6) - (d) dependency - (n) no dependency
" (7) - Activity code
" (8) - Date of birth (month and year)
" (9) - Active duty date (month, day, and year)
" (10) - Number of points (includes half points)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

COPY

SECOND ENDORSEMENT 23 August 1945

From: The Under Secretary of the Navy.
To: The Chief of Naval Personnel.
Via: (1) Division Officer, Administrative Division, EXOS.
(2) Commanding Officer, U.S. Naval Barracks.

1. Forwarded, recommending approval.

By direction of UndSecNav:

/s/
A. B. VOSSELLER
Captain, USN
Aide

COPY

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAVE

COPY

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

22 August 1945

From: Helen M. Nichds, Ylc, USNR(W), 558-87-70.
To: The Chief of Naval Personnel.
Via: (1) Commander A. F. Richardson, USN, Secretariat, SWNCC.
(2) Navy Member, State-War-Navy Coordinating Committee.
(3) Division Officer, Administrative Office, EXOS.
(4) Commanding Officer, U.S. Naval Barracks.

Subj: Active Duty--Request for postponement of separation from.

Refs: (a) AlNav 196-45.
(b) Pers-231C-mm of 15 Aug 45.

1. My eligibility for separation from duty has been established in accordance with paragraph 5 of reference (a).

2. It is requested that I be allowed to remain on duty at the Secretariat of the State-War-Navy Coordinating Committee as long as possible, thus post-poning my separation from duty to the limitation of the law establishing the Women's Reserve.

/s/
Helen M. Nichols.

- -

STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

FIRST ENDORSEMENT

23 August 1945.

From: Senior Naval Member, Secretariat, SWNCC.
To: The Chief of Naval Personnel.
Via: (1) Navy Member, State-War-Navy Coordinating Committee.
(2) Division Officer, Administrative Office, EXOS.
(3) Commanding Officer, U.S. Naval Barracks.

1. Forwarded, recommending approval in accordance with paragraph 2122 of reference (b).

2. Yeoman Nichols is assigned to the Secretariat of the State-War-Navy Coordinating Committee. Her duties require her to handle Top Secret material concerning questions frequently on the government level. She is an expert stenographer and typist, and her services have been outstandingly satisfactory. An extended period will be required to qualify a suitable relief.

/s/
A. F. RICHARDSON

COPY

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

File

4 August 1945

From: Navy Member, State-War-Navy Coordinating Committee Secretariat.
To: CO, Naval Barracks.
Via: Division Officer, EXOS.

Subject: ZACK, Barbara (n), Y3c, 733 27 76, USNR (W) - Commendation of.

1. It is requested that the following entry be placed in the service record of Barbara ZACK, Y3c, 733 27 76, USNR (W):

"Commended by Mr. E. H. Dooman, Special Assistant to the Under Secretary of State, and Chairman of the State-War-Navy Coordinating Subcommittee for the Far East as follows:

'I cannot speak too highly of the services rendered by Miss Zack. She is self-disciplined, she has imagination, and she has an exceptional capacity for loyalty and attention to duty. Her work for me has been excellent.

'You will enable me to express in an effective manner my appreciation for the assistance of Miss Zack if you will be so good as to convey to the appropriate quarters my commendation of Miss Zack's services.'"

Alvin F. Richardson,
Commander, USN.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

OFFICER QUALIFICATIONS QUESTIONNAIRE

NAVPERS-309 (REV. 12-44)

BUREAU OF NAVAL PERSONNEL

FILE NO. 226474 | NAME (Last) SALE (First) William (Middle) Barnett | DATE 1 August 1945

RANK: Lieutenant (jg) | CLASSIFICATION: D(L) | DATE OF BIRTH: 1 January 1917 | DATE OF PRESENT RANK: 1 May 1944

SHIP OR STATION: Senior U. S. Naval Liaison Officer, Italy | DATE OF FIRST COMMISSION: 31 March 1943 | U. S. NAVAL ACADEMY CLASS OF

1. MARITAL STATUS—DEPENDENTS.

[X] SINGLE [ ] MARRIED INDICATE NO. OF DEPENDENTS 0

2. FOREIGN LANGUAGES.

	TRANSLATE			INTERPRET		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR
French		X			X	
Italian			X			X

List any special skills you may have acquired through studies or hobbies other than those developed in your regular employment (examples: cryptanalysis, deep water boating, short wave radic, astronomy, glider, model airplanes).

3. FOREIGN RESIDENCE AND TRAVEL: *List any foreign countries or areas with which you are thoroughly familiar by reason of travel or residence.*

FOREIGN COUNTRIES OR AREAS	DATES OF TRAVEL OR RESIDENCE
North Africa	6/43 - 12/43
Italy	1/44 - present

Are you now a member of any licensed trade or profession, such as: master, mate, pilot, radio operator, CPA, physician, lawyer, etc.? [ ] YES [X] NO

If not, have you ever been licensed? [ ] YES [X] NO

Give kind of license and State (if issued by a State).

EARLIEST LICENSE (YEAR)

MOST RECENT LICENSE (YEAR)

4. CIVILIAN EDUCATION. *Did you graduate from High School?* [X] YES [ ] NO

NAME AND LOCATION OF SCHOOL	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS
COLLEGE OR UNIVERSITY Georgetown University							
School of Foreign Service	9/35	6/36	1				
Northwestern University	9/36	6/38		2			
Georgetown University	9/38	6/42	1.5	1.5	*BS	1942	140
TRADE TECHNICAL SCHOOL, ETC.							

*Bachelor of Science in Foreign Serv

UNDERGRADUATE MAJOR SUBJECTS	SEMESTER HOURS	GRADUATE MAJOR SUBJECTS	SEMESTER HOURS
History			
Economics			
Law and Diplomacy			

5. CIVILIAN EMPLOYMENT: *Start with your last position and work back to the first position you held. Describe your field of work and position so as to make your qualifications clear.*

LAST POSITION

PLACE (City) Washington, D. C. (State)

FROM (Mo.) Feb. (Yr.) 1940 TO (Mo.) Nov. (Yr.) 1942

NAME OF EMPLOYER: Department of State, USA

KIND OF BUSINESS (i. e. paper box manufacturer, electrical utility, etc.): Executive Agency of Federal Government

NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED:

EXACT TITLE OF YOUR POSITION: Divisional Assistant in Office of Secretary of State

DUTIES AND RESPONSIBILITIES: General Administrative Assistant on personal staff of Secretary of State Cordell Hull. Additional duties during last six months at Department as Assistant to the Officer in Charge of the "United Kingdom Desk" in Division of European Affairs.

16—32080-8 GPO

1 2 3 4 5 C. O. C. I.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

PLACE (City) (State): Washington, D. C.	EXACT TITLE OF YOUR POSITION: Administrative Assistant, Legal Division
FROM (Mo.) (Yr.): July 1938 — TO (Mo.) (Yr.): Feb. 1940	DUTIES AND RESPONSIBILITIES: Assistant Administrative Officer
NAME OF EMPLOYER: Public Works Administration	
KIND OF BUSINESS: Executive Agency of Fed.Gov't	
NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED	
REASON FOR LEAVING	
PLACE (City) (State)	EXACT TITLE OF YOUR POSITION
FROM (Mo.) (Yr.) — TO (Mo.) (Yr.)	DUTIES AND RESPONSIBILITIES
NAME OF EMPLOYER	
KIND OF BUSINESS	
NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED	
REASON FOR LEAVING	
PLACE (City) (State)	EXACT TITLE OF YOUR POSITION
FROM (Mo.) (Yr.) — TO (Mo.) (Yr.)	DUTIES AND RESPONSIBILITIES
NAME OF EMPLOYER	
KIND OF BUSINESS	
NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED	
REASON FOR LEAVING	IF MORE SPACE IS NEEDED ATTACH A SEPARATE SHEET

6. *Give (a) titles and nature of any important publications of which you have been author, (b) any patents or inventions, and (c) any special qualifications not covered elsewhere in this questionnaire.*

7. IN VIEW OF YOUR PREVIOUS EXPERIENCE, IN WHAT TYPE OF DUTY DO YOU THINK THE NAVY CAN BEST USE YOUR SERVICES?

Assignment to inactive duty in Naval Reserve and return to Department of State for transfer to American Foreign Service.

16—32080-5

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

NAVAL TRAINING AND EXPERIENCE

ENLISTED SERVICE (YRS.)	HIGHEST RATE HELD	INDICATE PREVIOUS SERVICE AS WARRANT	INDICATE PREVIOUS SERVICE AS CHIEF WARRANT
		CLASS YEARS	CLASS YEARS

8. NAVAL COURSES: *List naval courses completed and special designations (refer to list "A" for resume of courses and designations):*

TITLE	LOCATION OF SCHOOL	LENGTH OF COURSE	DATE COMPLETED
USNR Midshipmen's School	New York, N.Y.	4 mos.	31 March '43

9. NAVAL DUTIES *performed within past 10 years other than schools mentioned above (list in* **REVERSE** *chronological order):*

PRESENT DUTY

FROM January 19 44 (Month) (Year) TO PRESENT DATE

SHIP OR STATION — TYPE SHIP
TITLE — Senior U.S.Naval Liaision Officer, Italy
DUTIES — Aide and Flag Secretary to SenALUSLO, Italy and Deputy Chief of Naval Sub-Commission, Allied Commission, Italy
Personal Aide to Commodore H. W. Ziroli, USN and in administrative charge of command. Liaison duties between USN and British and Italian Navies and Allied Commission in Italy.
BATTLE STATION: xxxxxxxxxx

FROM December 43 (Month) (Year) TO January 44 (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE — Staff, Commander U.S.Naval Forces, Northwest African Waters
DUTIES — Assistant to Staff Materiel Officer
BATTLE STATION:

FROM July 19 43 (Month) (Year) TO December 19 43 (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE — Naval Operating Base, Oran, Algeria
DUTIES — USN Liaison Officer, American Consulate, Oran
Liaison between ~~MBK~~ USConsulate and USNavy and French Navy at Oran. Also assistant to American Consul in regular Consular activities.
BATTLE STATION:

FROM _____ 19 ____ (Month) (Year) TO _____ 19 ____ (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE
DUTIES
(Between time of graduation from Midshipmen's School and assignment to ~~Oran~~ I was unassigned - assignment to Amphibious School having been cancelled due to physical disqualification)
BATTLE STATION:

FROM _____ 19 ____ (Month) (Year) TO _____ 19 ____ (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE
DUTIES
BATTLE STATION:

FROM _____ 19 ____ (Month) (Year) TO _____ 19 ____ (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE
DUTIES
BATTLE STATION:

FROM _____ 19 ____ (Month) (Year) TO _____ 19 ____ (Month) (Year)

SHIP OR STATION — TYPE SHIP
TITLE
DUTIES
BATTLE STATION:

16—32080-5

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

10. NAVY FLIGHT EXPERIENCE: *Place an "X" in the squares which represent the degrees of experience you have had in the various squadrons, and show the approximate number of flight hours in each.*

TIME SPENT	VF	VSB	VTB	VOS/ VSO	VN/ VSN	LAND PLANE VPB	SEAPLANE VPB	LAND PLANE VR	SEAPLANE VR	VJ	VG	ZNN/ ZNP	ZR	OTHER (SPECIFY)
1 TO 9 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9 TO 18 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
MORE THAN 18 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
NUMBER OF HOURS														

TOTAL NUMBER OF NAVY FLIGHT HOURS TO DATE _____ TYPES QUALIFIED INSTRUCT IN _____

11. REMARKS: *State here any facts concerning your background and status which you think pertinent to your future assignment and which have not been covered in the preceding questions.*

I am now on military furlough from my position with the Department of State. Under existing regulations, I am elegible for transfer from the departmental service of the Department to the Foreign Service as an officer of career. It is my intention to apply for inactive duty in the Naval Reserve in order to return to the Department of State at the earliest opportunity.

/s/ WILLIAM B. SAIE
(Signature)

NOTE: If on remote duty and returning this form through your reporting senior would entail marked delay, return the form directly to the Bureau of Naval Personnel.

TO BE ANSWERED BY REPORTING SENIOR

IF THE REPORTING SENIOR HAS HAD NO OPPORTUNITY TO OBSERVE THIS OFFICER (E. G. IN THE CASE OF OFFICERS UNDER INSTRUCTION IN INDOCTRINATION SCHOOLS, OFFICERS ON BOARD LESS THAN ONE MONTH) THE FOLLOWING QUESTIONS NEED NOT BE ANSWERED.

(NOTE: Information on this questionnaire will be used only for detail purposes)

A. DO YOU THINK THAT THIS OFFICER COULD BE USED TO BETTER ADVANTAGE ON DUTY OTHER THAN THAT TO WHICH ASSIGNED? ☒ Yes ☐ No *(If yes, indicate other duty)* Duty involving liaison with the Foreign Service, either in Washington or in large foreign diplomatic posts.

B. FOR WHAT DUTIES OF HIGHER RESPONSIBILITY IS HE IN TRAINING? Senior U.S.Naval Liaison Officer in foreign countries or as an assistant Naval Attache

BY WHAT DATE DO YOU EXPECT HIM TO BE FULLY QUALIFIED TO PERFORM THESE HIGHER DUTIES?

C. FOR WHAT DUTIES IS HE RECOMMENDED?

Aide to any flag officer, also see B above

D. REMARKS: *(comment on special or outstanding qualifications as well as any defects, including physical, which should be considered in determining the kinds of duty to which he should be detailed.)*

Lieut. Sale is a young officer of outstanding intelligence, personality, character and habits. He has a high sense of duty and has been a most loyal, industrious, and alert officer interested in all phases of the naval profession and has maintained a high degree of interest on political phases of my command. He has been of invaluable help to me during my contacts with all Allies and Italians of high authority and representation due to his ability to meet and know people. He has demonstrated exceptional ability as an aide and I recommend him for any such duty for any shore command or sea command on a foreign station. He has been a credit to the nation and the naval service. I strongly recommend taht his request for transfer to the American Foreign Service be approved as it would be to the best interests of the Navy and the Foreign Service.

(Signature of reporting senior)

/s/ H. W. ZIROLI
Commodore, U.S. Navy

16—[illegible] 6

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

COMINCH FIL

Full Personnel

UNITED STATES FLEET
HEADQUARTERS OF THE COMMANDER IN CHIEF
NAVY DEPARTMENT
WASHINGTON 25, D. C.

Jul. 21 8 16 AM '45

A. O. Erie Pers)

FF1/P16-3

Serial: 5878

20 JUL 1945

SECOND ENDORSEMENT to
Navy Member, SWNCC
ltr. (no serial)
of 16 July 1945.

SO7 21 13

From: Commander in Chief, United States Fleet.
To: The Secretary of the Navy.

Subject: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. Forwarded, concurring in the recommended procedure in paragraph 1.of the basic letter.

Neil K. Dietrich
NEIL K. DIETRICH,
By direction.

End-3 EXOS:AO:PGD:r 23 July 1945

To: Navy Member, State-War-Navy Coordinating Committee.
Room 178 - State Dept. Bldg.

1. Forwarded.

2. This will confirm conversation with Commander Richardson wherein he requested that the basic letter be sent back to the Navy Member, State-War-Navy Coordinating Committee.

3. The reason for return of basic letter and forwarding endorsements is due to the fact that this office procured one Y2c Wave and assigned said Wave to State-War-Navy Coordinating Committee.

4. According to conversation with Commander Richardson, a request for an increased yeoman billet is to be directed to the attention of the Chief of Naval Personnel and upon receipt of same a yeoman second class Wave will be permanently assigned to such billet.

PRINT

P. G. DeMuro
P. G. DeMuro
Asst. Division Officer
Administrative Office

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE JOINT CHIEFS OF STAFF

Washington, D. C.

17 July 1945

SO7 21 12

FIRST ENDORSEMENT

From: Secretary, Joint Chiefs of Staff.
To: Flag Secretary, Commander in Chief, U.S. Fleet.

Subj: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. The Secretary, Joint Chiefs of Staff, is agreeable to the detail of a yeoman third class WAVE qualified in stenography and typing and ready cleared by the Office of Naval Intelligence for duty in the Secretariat of the Joint Chiefs of Staff be assigned to duty in exchange for Doris F. Rothermel, Y3/c.

G. B. MYERS,
By direction.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

SAVE U.S. ARMY CONSERVATION PROGRAM

THE STATE-WAR-NAVY COORDINATING COMMITTEE
WASHINGTON, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

16 July 1945

SO7 21 12

From: Navy Member, State-War-Navy Coordinating Committee.
(Under Secretary of the Navy)
To: The Chief of Naval Personnel.
Via: (1) Secretary, Joint Chiefs of Staff.
(2) Flag Secretary, Commander-in-Chief, U.S. Fleet.
(3) Administrative Office, Executive Office of the Secretary.

Subj: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. It is requested that a yeoman, third class, (WAVE), qualified for duty with the Joint Chiefs of Staff and cleared by the Office of Naval Intelligence to handle Top Secret material, be ordered to duty with the Commander-in-Chief for further assignment to the Joint Chiefs of Staff. Upon the reporting of this yeoman, it is requested that Doris F. ROTHERMEL, 768 63 69, Y3c, USNR(W), now assigned to the Secretariat, Joint Chiefs of Staff, be ordered to duty with the State-War-Navy Coordinating Committee Secretariat.

2. The services Yeoman Rothermel are requested in view of her past experience with the Far East Subcommittee of the State-War-Navy Coordinating Committee.

3. The allowance of yeomen for the Secretariat, State-War-Navy Coordinating Committee, (Approved, No. E-290, on 15 January 1945) is as follows:

Yeomen, first class	2
Yeomen, second class	4

At present, the following personnel are on duty with the Secretariat, State-War-Navy Coordinating Committee:

Yeomen, first class	1
Yeomen, third class	2
Seamen, first class	1

4. Procedure proposed in paragraph 1 is satisfactory with the Secretary, Joint Chiefs of Staff, and the Personnel Officer, Staff, Commander-in-Chief, U.S. Fleet.

B. W. Wright
Captain, USN
By direction

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

COMINCH FIL

UNITED STATES FLEET
HEADQUARTERS OF THE COMMANDER IN CHIEF
NAVY DEPARTMENT
WASHINGTON 25, D. C.

FF1/P16-3
Serial: 5878

20 JUL 1945

SECOND ENDORSEMENT to
Navy Member, SWNCC
ltr. (no serial)
of 16 July 1945.

From: Commander in Chief, United States Fleet.
To: The Secretary of the Navy.

Subject: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. Forwarded, concurring in the recommended procedure in paragraph 1. of the basic letter.

907 21 12

NEIL K. DIETRICH,
By direction.

EXOS:AO:PGD:r 23 July 1945

End-3

To: Navy Member, State-War-Navy Coordinating Committee.
Room 178 - State Dept. Bldg.

1. Forwarded.

2. This will confirm conversation with Commander Richardson wherein he requested that the basic letter be sent back to the Navy Member, State-War-Navy Coordinating Committee.

3. The reason for return of basic letter and forwarding endorsements is due to the fact that this office procured one Y2c Wave and assigned said Wave to State-War-Navy Coordinating Committee.

4. According to conversation with Commander Richardson, a request for an increased yeoman billet is to be directed to the attention of the Chief of Naval Personnel and upon receipt of same a yeoman second class Wave will be permanently assigned to such billet.

P. G. DeMuro
Asst. Division Officer
Administrative Office

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE JOINT CHIEFS OF STAFF

Washington, D. C.

17 July 1945

FIRST ENDORSEMENT

From: Secretary, Joint Chiefs of Staff.
To: Flag Secretary, Commander in Chief, U.S. Fleet.

Subj: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. The Secretary, Joint Chiefs of Staff, is agreeable to the detail of a yeoman third class WAVE qualified in stenography and typing and ready cleared by the Office of Naval Intelligence for duty in the Secretariat of the Joint Chiefs of Staff be assigned to duty in exchange for Doris F. Rothernel, Y3/c.

SO7 21 12

G. B. MYERS,
By direction.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

16 July 1945

From: Navy Member, State-War-Navy Coordinating Committee.
(Under Secretary of the Navy)
To: The Chief of Naval Personnel.
Via: (1) Secretary, Joint Chiefs of Staff.
(2) Flag Secretary, Commander-in-Chief, U.S. Fleet.
(3) Administrative Office, Executive Office of the Secretary.

Subj: ROTHERMEL, Doris F., 768 63 69, Y3c, USNR (W) - Request for assignment to duty.

1. It is requested that a yeoman, third class, (WAVE), qualified for duty with the Joint Chiefs of Staff and cleared by the Office of Naval Intelligence to handle Top Secret material, be ordered to duty with the Commander-in-Chief for further assignment to the Joint Chiefs of Staff. Upon the reporting of this yeoman, it is requested that Doris F. ROTHERMEL, 768 63 69, Y3c, USNR(W), now assigned to the Secretariat, Joint Chiefs of Staff, be ordered to duty with the State-War-Navy Coordinating Committee Secretariat.

2. The services Yeoman Rothermel are requested in view of her past experience with the Far East Subcommittee of the State-War-Navy Coordinating Committee.

3. The allowance of yeomen for the Secretariat, State-War-Navy Coordinating Committee, (Approved, No. E-290, on 15 January 1945) is as follows:

Yeomen, first class	2	SO7 21 12
Yeomen, second class	4	

At present, the following personnel are on duty with the Secretariat, State-War-Navy Coordinating Committee:

Yeomen, first class	1
Yeomen, third class	2
Seamen, first class	1

4. Procedure proposed in paragraph 1 is satisfactory with the Secretary, Joint Chiefs of Staff, and the Personnel Officer, Staff, Commander-in-Chief, U.S. Fleet.

B. W. Wright
Captain, USN
By direction

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

File

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D. C.

15 June 1945

To: **Comdr. A. F. Richardson, Senior Navy Member**
State-War-Navy Coordinating Committee Secretariat

Subj: **SPIKENS, Mildred Alice, Slc**

1. Subject employee has been given a **complete background** type of investigation.

2. Investigation disclosed nothing derogatory.

3. It is recommended that subject employee be approved to handle the following types of classified material:

___ Confidential ___ Secret ___X Top Secret.

Officer in Charge
EXOS Administrative Services

End-1

To: Officer in Charge, EXOS Administrative Services

Subj:

1. Returned.
On the basis of the above recommendation,
2. Subject is (is not) approved to handle the following type of classified material:

___ Confidential ___ Secret ___ Top Secret.

NAVEXOS 1640

(1)

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D.C.

15 June 1945

To: Comdr. A. F. Richardson, Senior Navy Member
State-War-Navy Coordinating Committee Secretariat

Subj: ZACK, Barbara (n) Slc (Y)

1. Subject employee has been given a complete background type of investigation.

2. Investigation disclosed nothing derogatory.

3. It is recommended that subject employee be approved to handle the following types of classified material:

X Confidential X Secret X Top Secret.

Ivan Hanson
Officer in Charge
EXOS Administrative Services

End-1

To: Officer in Charge, EXOS Administrative Services

Subj:

1. Returned.
On the basis of the above recommendation,
2./ Subject is (is not) approved to handle the following type of classified material:

___ Confidential ___ Secret ___ Top Secret.

_____

NAVEXOS 1640

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

File

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
WASHINGTON 25, D.C.

15 June 1945

To: Comdr. A. F. Richardson, Senior Navy Member
State-War-Navy Coordinating Committee Secretariat

Subj: NICHOLS, Helen, Y2c

1. Subject employee has been given a complete background type of investigation.

2. Investigation disclosed nothing derogatory.

3. It is recommended that subject employee be approved to handle the following types of classified material:

___ Confidential ___ Secret X Top Secret.

Officer in Charge
EXOS Administrative Services

End-1

To: Officer in Charge, EXOS Administrative Services

Subj:

1. Returned.

2. On the basis of the above recommendation, Subject is (is not) approved to handle the following type of classified material:

___ Confidential ___ Secret ___ Top Secret.

NAVEXOS 1640

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

22 March 1945

MEMORANDUM FOR: Commanding Officer, Naval Barracks.

Via: Division Officer, EXOS.

Subject: Advancement in Rating, Recommendation for.

1. It is recommended that Barbara (n) Zack, Slc, 733-27-76, be advanced in rating.

2. Request is made that Seaman Zack be given the final examination for Y3c.

3. Seaman Zack has completed the yeoman course at Naval Training School, Cedar Falls, Iowa, for Yeoman, third class, with a mark of ninety-four point nine (94.9).

4. Billets approved in the organization of this committee include that of Yeoman, third class.

ALVIN F. RICHARDSON,
Commander, U. S. N.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

22 March 1945

MEMORANDUM FOR: Commanding Officer, Naval Barracks.

Via: Division Officer, EKOS.

Subject: Advancement in Rating, Recommendation for.

1. It is recommended that Elsie C. Schelosky, Slc, 766-89-32, be advanced in rating.

2. Request is made that Seaman Schelosky be given the final examination for Yeo.

3. Seaman Schelosky has completed the yeoman course at Naval Training School, Cedar Falls, Iowa, for Yeoman, third class, with a mark of ninety-one point three (91.3).

4. Billets approved in the organization of this committee include that of Yeoman, third class.

ALVIN F. RICHARDSON,
Commander, U. S. N.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

20 February 1945

MEMORANDUM FOR: Commanding Officer, Naval Barracks.

Via: Division Officer, EXOS.

Subject: Advancement in Rating, Recommendation for.

1. It is recommended that Helen M. Nichols, Y2c, 558-87-70, be advanced in rating.

2. Request is made that Yeoman Nichols be given the final examination for Y1c.

3. Yeoman Nichols has completed the Navy Training Course for Yeoman, first class, with a mark of 3.89.

4. Billets approved in the organization of this Committee include that of Yeoman, first class.

ALVIN F. RICHARDSON
Commander, U.S.N.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Personal

12 February 1945

From: The Assistant Secretary of the Navy for Air.
To: Joint Security Control.

Subject: Authorisation of Officers to Handle Top Secret and Secret Material.

Ref: (a) Restricted Ltr FF1/A7-3 Serial 540 dated 29 Jan 44 from CominCh and CNO to All Ships and Stations.

1. In accordance with reference (a), it is requested that the officers listed below be authorized to handle top secret and secret material in connection with the work of the State-War-Navy Coordinating Committee:

Commander A. F. Richardson
Lt. Commander John D. Rockefeller III
Lt. J. C. Coilfuss
Ensign F. Whiteside.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

BIOGRAPHICAL DATA

1. Age: 32. Married. Ph. D. in Political Science and Economics, University of Illinois. Two years experience as an air combat intelligence officer inthe South Pacific.

2. Present station and address: Division of Aviation, U.S. Marine Corps (Intelligence Section), Room 4844, Navy Bldg. Ext. 62735. Permanent address: 223 E. Jefferson St., Pittsfield, Ill.

3. Previous work experience: Immediately before going into the service in June, 1942, I was Civilian Personnel Field Office Manager, Office of Secretary of War. From Sept., 1939 to Jan., 1942 I held research assistantship and a fellowship at the University of Illinois, Department of Political Science. From August, 1938 to September, 1939, I was Area Supervisor, Illinois Local Finance Survey, and Illinois Tax Map Survey, & Illinois Tax Commission, 33 N. La Salle St., Chicago, Ill. Prior to that I taught in the public schools for three years.

4. References: Captain John G.F. Speiden, USMCR, Room 4844, Navy Building. (Intelligence Section, Division of Aviation, U.S. Marine Corps). Ext. 62735. Lt. Col. Charles M. Kneier, School of Military Government, Charlottesville, Va. (Former graduate advisor). Professor C.A. Berdahl, Chairman, Political Science Department, University of Illinois, Urbana, Ill.

5. I believe that my experience in air intelligence has given me valuable knowledge of what present-day military aviation can and cannot do, of the Pacific strategic picture, and of the Japanese mind. My Political Science training and intrinsic interests are such that I could contribute to research necessary to setting up an international security organization, perhaps to a greater extent than in any other job. If there is no such billet, my training and interests would, I believe, be useful in the politico-military field, where intelligence and international politics overlap. I have done a little writing on international organization. ("International Organization in the Pacific", Far Eastern Survey, December 13, 1944). I believe I have some understanding of the internal politics of Australia and New Zealand, and have done a little writing in that field. ("Broadcasting Parliament in New Zealand", State Government, August, 1944). I have been able to make a few friendships among my profession in Australia. Three of them stand a good chance of being on the delegation to the United Nations conference: Julius Stone, Paul Hasluck, and Lloyd Ross. I have taken a special interest in the history and possible future disposition of the Pacific mandates. My previous work in public opinion has resulted in interests which, I believe, would be especially useful in studies dealing with public acceptance of security proposals.

Leon M. Weaver,
Capt., USMCR

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

PUBLICATIONS

State Aid and School Consolidation in Illinois, University of Illinois Press, 1944.

"International Organization in the Pacific," _Far Eastern Survey_, Dec. 13, 1944.

"Broadcasting Parliament in New Zealand," _State Government_, August, 1944.

"How Valid is Public Opinion?" _Social Forces_, October, 1942.

"Polls of the Especially Competent: A Proposal," _Social Forces_, October, 1942.

"Some Soundings in the Party System: Rural Precinct Committeemen," _American Political Science Review_, 1940.

Politics Without Patronage," _National Municipal Review_, 1940.

Leon H. Weaver,
Captain, USMCR

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STATE-WAR-NAVY COORDINATING COMMITTEE
Washington 25, D. C.

1 February 1945

MEMORANDUM FOR Lieutenant (jg) W. Connelly,
OPR Security Officer.

Subject: Security

Reference: (a) Memo to addressee fm Cdr. K. L. Nutting, dated 22 Jan 45.

1. It is requested that par. 2 of reference (a) be corrected to read as follows:

Name	Home Address	Home Phone
Lt. J. C. Geilfuss, USNR	2620 Foxhall Rd. NW	EMerson 2261
Ens. Florence Whiteside, USNR	109 First St., NE	TRinidad 9012
Cdr. A. F. Richardson, USN	2230 California St., NW	ADams 6023

A. F. Richardson
Commander, USN
Navy Deputy Secretary

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

2nd

Name	Type Car	License No.
Colonel C. W. McCarthy	Ford Station Wagon	Md. 549-992
Major V. F. Field	Buick Sedan	Va. 130-177
Commander A. F. Richardson	Buick Coupe	D.C.123-203
Lieutenant J. C. Geilfuss	Ford Sedan	Wisc. 3073

Copy of list given Mr. Gardiner to obtain State Dept parking permits

2/23/45

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

Full Personnel

ASSISTANT SECRETARY OF THE NAVY
FOR AIR

Mr. Gates —

Re Capt. McCollum —

BuPers has him slated for command of a cruiser — which duty they feel is extremely important to him as an individual as he will soon be coming up for consideration for Flag Rank.

Since 1940 he has been in Japanese intelligence work (was born & reared in Japan but also excellent naval officer) — has been Intelligence Officer in Sowespac since Oct. '42.

W

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

OFFICE OF THE SECRETARY OF THE NAVY

22 January 1945

Memorandum for: COMMANDER A. F. RICHARDSON
State Department
Room 178

For your information and such consideration as you think it deserves, I am sending to you herewith a letter from Lieutenant Hyde who was introduced to me the other day by Captain Gary of Op 13.

I also attach copy of my reply.

R. KEITH KANE
Special Assistant to
The Secretary of the Navy

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

20 January, 1945

Dear Lieutenant Hyde

I have your letter of 15 January and note your continued interest in the possibility of being assigned to the Secretariat of the State-War-Navy Coordinating Committee. I am referring your letter to the senior Navy member of the Secretariat of this Committee, but I quite frankly doubt whether there will be any expansion of the Navy's part of the Secretariat just yet.

Possibly it would be wise to follow up the Op 13 possibility which you had in mind when you were here the other day.

Sincerely yours

R. KEITH KANE
Special Assistant to
The Secretary of the Navy

Lieutenant James Nevins Hyde
4 East 95th Street
New York 28, N. Y.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

JAMES NEVINS HYDE

15 January 1945
4 east 95 Street
New York, 28 N. Y.

Dear Mr. Kane:

You may recall seeing me last week at the suggestion of Captain Gary. I then inquired whether there might be a billet for me in the Secretariat of the newly set up State, Navy and Army Committee. You suggested that I write you a note, and asked me to talk with Lieutenant McGowan, which I did, after leaving you.

As to my background, I am a lawyer, with some knowlege of International Law, which I studied at Trinity College, Cambridge, and Columbia. During the two and one half years that I have been in the Naval Reserve, I have been attached to the Office of the Cable Censor, New York. My work has been handling of United States and foreign communications in commercial channels, and I am now the second in charge of the Government Division at that station.

In this work I have had to examine, and act on, from the point of view of security and intelligence value, such government communications.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

22 January 1945

MEMORANDUM FOR Lieutenant (jg) W. Connelly,
OPR Security Officer, Room 2701, Navy Department.

1. Lieutenant J. C. Ceilfuss, USNR, is designated this date as Security Officer for Room 1622A, office of the State-War-Navy Coordinating Committee Secretariat.

2. In case it becomes necessary to notify any officer, outside of working hours, of any matters regarding security, it is requested that the following officers be notified in the order given:

Name	Home Address	Home Phone
Lieutenant J. C. Ceilfuss, USNR	2620 Foxhall Rd., NW	Emerson 2261
Commander K. L. Nutting, USN	3129 - 36th St., NW	ORdway 3009
Commander A. F. Richardson, USN	2230 California St., NW	ADams 6023

K. L. NUTTING
Commander, USN
State-War-Navy Coordinating
Committee Secretariat

3012

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

ADDRESS REPLY TO
OFFICE OF PROCUREMENT AND MATERIAL

AND REFER TO

NAVY DEPARTMENT
WASHINGTON 25, D. C.

19 January 1945

Dear Lieutenant Geilfuss:

Attached is some information on me in which I hope you will be interested.

As I told you, the record of my education and experience does not indicate any special qualifications for the kind of billet I am seeking with you. It is my intense interest in foreign relations and international affairs which led me to speak to you, though I assure you I am in no sense a real student of these subjects. The work of your Committee would, I believe, give me an altogether satisfying and even inspiring opportunity to serve the Navy.

Letters of recommendation in my Officer's Jacket will disclose, I hope, that my former associates had confidence in my judgment and discretion; and I believe that my present Officer-in-Charge will tell you that I am capable of holding a position of trust.

There's almost no clerical job about an office which I cannot handle with some facility. I am reasonably proficient at both shorthand and typewriting.

I shall continue to look for a billet but shall hope to have something from you. I have not asked for overseas service, and I feel sure my Officer-in-Charge will release me to a really worthwhile assignment. My extension is 3272.

Thank you for your time.

Very truly yours,

Ruby Kendrick Hunt

Ruby Kendrick Hunt
Ensign, USNR(WR)

2/1/45- Called Ens. Hunt to advise her nothing presently open
JGG

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

OFFICER QUALIFICATIONS QUESTIONNAIRE

NAVPERS-309 (REV. 8-44)

BUREAU OF NAVAL PERSONNEL

Important: Read instructions on last sheet before filling out questionnaire.

DATE 19 Jan 1945

FILE NO.	NAME (Last)	(First)	(Middle)
345763	HUNT	Ruby	Kendrick

RANK	CLASSIFICATION	DATE OF BIRTH	DATE OF PRESENT RANK
Ensign	W-V(S)	24 Mar 1910	11 Jan 1944

SHIP OR STATION	DATE OF FIRST COMMISSION	U. S. NAVAL ACADEMY
Industry Cooperation Division Procurement Branch, OP&M, Washington	11 Jan 1944	CLASS OF

1. MARITAL STATUS—DEPENDENTS.

[X] SINGLE [ ] MARRIED INDICATE NO. OF DEPENDENTS

2. FOREIGN LANGUAGES.

	TRANSLATE			INTERPRET		
	GOOD	FAIR	POOR	GOOD	FAIR	POOR

List any special skills you may have acquired through studies or hobbies other than those developed in your regular employment (examples: cryptanalysis, deep water boating, short wave radio, astronomy, glider, model airplanes).

3. FOREIGN RESIDENCE AND TRAVEL: *List any foreign countries or areas with which you are thoroughly familiar by reason of travel or residence.*

FOREIGN COUNTRIES OR AREAS	DATES OF TRAVEL OR RESIDENCE

Are you now a member of any licensed trade or profession, such as: master, mate, pilot, radio operator, CPA, physician, lawyer, etc.? [ ] YES [X] NO

If not, have you ever been licensed? [ ] YES [X] NO

Give kind of license and State (if issued by a State).

EARLIEST LICENSE (YEAR)

MOST RECENT LICENSE (YEAR)

4. CIVILIAN EDUCATION. *Did you graduate from High School?* [X] YES [ ] NO

NAME AND LOCATION OF SCHOOL	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS
COLLEGE OR UNIVERSITY							
West Texas State College Canyon, Texas	1928	1932	4		B A	1932	
TRADE TECHNICAL SCHOOL, ETC.							

UNDERGRADUATE MAJOR SUBJECTS	SEMESTER HOURS	GRADUATE MAJOR SUBJECTS	SEMESTER HOURS
English Literature	80		
History and Social Sciences	80		
French	45		

5. CIVILIAN EMPLOYMENT: *Start with your last position and work back to the first position you held. Describe your field of work and position so as to make your qualifications clear.* See sheet attached

LAST POSITION

PLACE (City) (State)

FROM (Mo.) (Yr.) TO (Mo.) (Yr.)

NAME OF EMPLOYER

KIND OF BUSINESS (i. e. *paper box manufacturer, electrical utility, etc.*)

NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED

EXACT TITLE OF YOUR POSITION

DUTIES AND RESPONSIBILITIES

1 2 3 4 5 C. O. C. I.

16—32080-6 ☆ GPO

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

PLACE (City) (State)

FROM (Mo.) (Yr.) TO (Mo.) (Yr.)

NAME OF EMPLOYER

KIND OF BUSINESS

NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED

REASON FOR LEAVING

EXACT TITLE OF YOUR POSITION

DUTIES AND RESPONSIBILITIES

PLACE (City) (State)

FROM (Mo.) (Yr.) TO (Mo.) (Yr.)

NAME OF EMPLOYER

KIND OF BUSINESS

NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED

REASON FOR LEAVING

EXACT TITLE OF YOUR POSITION

DUTIES AND RESPONSIBILITIES

PLACE (City) (State)

FROM (Mo.) (Yr.) TO (Mo.) (Yr.)

NAME OF EMPLOYER

KIND OF BUSINESS

NUMBER AND CLASS OF EMPLOYEES YOU SUPERVISED

REASON FOR LEAVING

EXACT TITLE OF YOUR POSITION

DUTIES AND RESPONSIBILITIES

IF MORE SPACE IS NEEDED ATTACH A SEPARATE SHEET

6. ***Give (a) titles and nature of any important publications of which you have been author, (b) any patents or inventions, and (c) any special qualifications not covered elsewhere in this questionnaire.***

7. IN VIEW OF YOUR PREVIOUS EXPERIENCE, IN WHAT TYPE OF DUTY DO YOU THINK THE NAVY CAN BEST USE YOUR SERVICES?

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

NAVAL TRAINING AND EXPERIENCE

ENLISTED SERVICE (YRS.)	HIGHEST RATE H	INDICATE PREVIOUS SERVICE AS WARRANT		INDICATE PREVIOUS SERVICE AS CHIEF WARRANT	
		CLASS	YEARS	CLASS	YEARS

8. NAVAL COURSES: *List naval courses completed and special designations (refer to list "A" for resume of courses and designations):*

TITLE	LOCATION OF SCHOOL	LENGTH OF COURSE	DATE COMPLETED
Indoctrination School	Northampton, Mass.	2 mos	11 Jan 44
Course in contract termination at Army Industrial College	Washington, D. C.	1 mo	11 Nov 44

9. NAVAL DUTIES *performed within past 10 years other than schools mentioned above (list in* **REVERSE** *chronological order):*

(APPROX. DATES)	SHIP OR STATION	TYPE SHIP
PRESENT DUTY: FROM ____ (Month) 19__ (Year) TO PRESENT DATE	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	
FROM ____ (Month) 19__ (Year) TO ____ (Month) 19__ (Year)	SHIP OR STATION	TYPE SHIP
	TITLE	
	DUTIES	
	BATTLE STATION:	

16--32080-5

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

10. NAVY FLIGHT EXPERIENCE: *Place an "X" in the squares which represent the degrees of experience you have had in the various squadrons, and show the approximate number of flight hours in each.*

TIME SPENT	VF	VSB	VTB	VOS/ VSO	VN/ VSN	LAND PLANE VPB	SEAPLANE VPB	LAND PLANE VR	SEAPLANE VR	VJ	VG	ZNN/ ZNP	ZR	OTHER (SPECIFY)
1 TO 9 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9 TO 18 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
MORE THAN 18 MONTHS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
NUMBER OF HOURS														

TOTAL NUMBER OF NAVY FLIGHT HOURS TO DATE _____ TYPES QUALIFIED INSTRUCT IN _____

11. REMARKS: *State here any facts concerning your background and status which you think pertinent to your future assignment and which have not been covered in the preceding questions.*

_____
(Signature)

NOTE: If on remote duty and returning this form through your reporting senior would entail marked delay, return the form directly to the Bureau of Naval Personnel.

TO BE ANSWERED BY REPORTING SENIOR

IF THE REPORTING SENIOR HAS HAD NO OPPORTUNITY TO OBSERVE THIS OFFICER (E. G. IN THE CASE OF OFFICERS UNDER INSTRUCTION IN INDOCTRINATION SCHOOLS, OFFICERS ON BOARD LESS THAN ONE MONTH) THE FOLLOWING QUESTIONS NEED NOT BE ANSWERED.

(NOTE: Information on this questionnaire will be used only for detail purposes)

A. DO YOU THINK THAT THIS OFFICER COULD BE USED TO BETTER ADVANTAGE ON DUTY OTHER THAN THAT TO WHICH ASSIGNED? ☐ **Yes** ☐ **No** *(If yes, indicate other duty)*

B. FOR WHAT DUTIES OF HIGHER RESPONSIBILITY IS HE IN TRAINING? | BY WHAT DATE DO YOU EXPECT HIM TO BE FULLY QUALIFIED TO PERFORM THESE HIGHER DUTIES?

C. FOR WHAT DUTIES IS HE RECOMMENDED?

D. REMARKS: ***(comment on special or outstanding qualifications as well as any defects, including physical, which should be considered in determining the kinds of duty to which he should be detailed.)***

_____
(Signature of reporting senior)

_____
(Rank)

16—32080 ☆ GPO

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

VOCATIONAL RECORD IN REVERSE ORDER

1. My assignment in the Navy is with the Industry Cooperation Division, Procurement Branch, Office of Procurement and Material, to which I reported on 17 January 1944 and am still assigned. My duty in this connection has been to develop field procedures and to instruct field officers in matters of policy and procedure, to develop and install a reporting system and to analyze reports which are received from the field offices.

2. For a year and a half before coming into the Navy I was secretary to the Regional Director of the War Production Board in Dallas, Texas. In this capacity I received visitors and telephone calls for the Regional Director, made appointments, received and examined incoming mail, prepared and signed replies to routine correspondence, obtained information from various sources and drafted replies to more difficult correspondence for the signature of my superior, or referred letters to appropriate staff members. I transmitted the Regional Director's instructions and decisions to staff members, relayed information from staff members to the Regional Director, and followed up on the progress of special assignments. I attended staff meetings and prepared the minutes of the meetings. I supervised the performance of two clerk-stenographers.

3. During the three and one-half years preceding the above duty, I was secretary to the Regional Director of Farm Security Administration, Department of Agriculture, in Amarillo and Dallas, Texas. For the most part my routine duties were much like those described above. One important exception was the coordination of programs in a number of different areas for the most timely and efficient development of plans.

4. For five years immediately after finishing school I acted as executive secretary to the president of the college from which I graduated. The secretarial duties were the same there as in other jobs. In addition I worked on a committee with officers of National Youth Administration in finding employment for college students. Also in this position I was required to do a limited amount of research on a variety of subjects.

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10

BIOGRAPHICAL DATA

1. Age: 32. Married. Ph.D. in Political Science and Economics, University of Illinois. Two years experience as an air combat intelligence officer in the South Pacific.

2. Present station and address: Division of Aviation, U.S. Marine Corps (Intelligence Section), Room 4844, Navy Building. Extension 62735. Permanent address: 223 E. Jefferson St., Pittsfield, Ill.

3. Previous work experience: Immediately before going into the service in June, 1942, I was Civilian Personnel Field Office Manager, Office of Secretary of War. From Sept., 1939 to Jan., 1942 I held research assistantship and a fellowship at the University of Illinois, Department of Political Science. ~~Department~~. From August, 1938 to September, 1939, I was Area Supervisor, Illinois Local Finance Survey, and Illinois Tax Map Survey, % Illinois Tax Commission, 33 N. La Salle St., Chicago, Ill. Prior to that I taught in the public schools for three years.

4. References: Captain John G. F. Speiden, USMCR, Room 4844, Navy Building. (Intelligence Section, Division of Aviation, U.S. Marine Corps). Extension 62735. Lt. Col. Charles M. Kneier, School of Military Government, Charlottesburg, Va. (Former graduate advisor). Professor C.A. Berdahl, Chairman, Political Science Department, University of Illinois, Urbana, Ill.

5. I believe that my experience in air intelligence has given me valuable knowledge of what present-day military aviation can and cannot do, of the Pacific strategic picture, and of the Japanese mind. My Political Science training and intrinsic interests are such that I could contribute to research necessary to setting up an international security organization, perhaps to a greater extent than in any other job. If there is no such billet, my training and interests would, I believe, make me most useful in the politico-military field, where intelligence and international politics overlap. I have done a little writing on international organization. ("International Organization in the Pacific", Far Eastern Survey, December 13, 1944.) I believe I have some understanding of the internal politics of Australia and New Zealand, and have done a little writing in that field. ("Broadcasting Parliament in New Zealand", State Government, August, 1944) I have been able to make a few friendships among my profession in Australia. In fact, three of them stand a good chance of being on the delegation to the United Nations conference: Julius Stone, Paul Hasluck, and Lloyd Ross. I have taken a special interest in the history and possible future disposition of the Pacific mandates. (Over)

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My previous work in public opinion has resulted in interests which, I believe, would be especially useful in studies dealing with public acceptance of security proposals.

Leon H. Weaver

Leon H. Weaver,
Captain, USMCR

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

PUBLICATIONS

State Aid and School Consolidation in Illinois, University of Illinois Press, 1944.

"International Organization in the Pacific," Far Eastern Survey, Dec. 13, 1944

may not be exact date

"Broadcasting Parliament in New Zealand," State Government, August, 1944.

"How Valid is Public Opinion?" Social Forces, March, 1942.

"Polls of the Especially Competent: A Proposal," Social Forces, October, 1942.

"Some Soundings in the Party System: Rural Precinct Committeemen," American Political Science Review, 1940.

"Politics Without Patronage," National Municipal Review, 1940.

Leon H. Weaver

Leon H. Weaver

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DRAFT
12/29/44

Memorandum for: THE SECRETARY

Reference is made to my memorandum of December 22, copy of which is attached hereto. On the basis of conversations with Mr. Gates, Admiral Edwards and Admiral Willson, I suggest that the requirements of the State Department and the State - War - Navy Coordinating Committee would be met for the time being by the issuance of orders as follows:

1. Vice Admiral Russell Willson: For additional duty with the Secretary of the Navy and with the State - war - Navy Coordinating Committee for the following purposes: maintaining continuous relations with officials of the Department of State concerned with preparations for the forthcoming Conference of the proposed United Nations Organization for Peace and Security; keeping such officials of the Department of State advised of security problems having a bearing on such Organization; advising the Secretary of the Navy, the Commander in Chief of the United States Fleet and the Chief of Naval Operations of developments in the course of preparation for such Conference.

2. Rear Admiral Lyal A. Davidson: For additional duty with the State - War - Navy Coordinating Committee for the following purposes; dealing with problems arising out of the defeat and occupation of Germany, including membership as the representative of the Navy Department on the Subcommittee of the State - War - Navy Coordinating Committee dealing with such problems; continuing responsibility for the preparation of reports to the representative of the Secretary of the Navy on such Coordinating Committee reflecting the views of the Navy Department and of the Commander in Chief of the United

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

States Fleet and the Chief of Naval Operations with respect to such problems and making available to the representative of the Secretary of the Navy on the State - War - Navy Coordinating Committee data bearing on such reports; cooperating with other members of such subcommittee in the preparation of subcommittee reports.

3. Rear Admiral William O. Spears: For additional duty with the State - War - Navy Coordinating Committee for the following purposes: planning for the forthcoming Conference on Foreign Ministers of American Republics, including membership as the representative of the Navy Department on a subcommittee of the State - War - Navy Coordinating Committee charged with the responsibility of assisting the Department of State in preparations for and in the course of such Conference; continuing responsibility for the preparation of reports to the representative of the Secretary of the Navy on such Coordinating Committee reflecting the views of the Navy Department and the Commander in Chief of the United States Fleet and the Chief of Naval Operations, with respect to the strategic objectives of the United States in the defense of the Western Hemisphere and with respect to participation by governments of this Hemisphere in world security measures.

If the foregoing meets with your approval, it will be appreciated if you will so indicate by initialing in the place indicated below.

APPROVED:

R. KEITH KANE
Special Assistant to
The Secretary of the Navy

_____
Ass't. Sec. of the Navy for Air

_____
Secretary of the Navy

QUARTERLY REPORT
BOARDS & COMMITTEES

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

31 March 1949

State-Army-Navy-Air Force Coordinating Committee
UnderSecNav 4E664 Pentagon Bg
att: Rear Adm. E. T. Wooldridge

C35

Mr. W. John Kenney	**Under SecNav**	**CP**
Comdr. J. B. Cresap	**EXOS**	**MF**

Sent to OP 35
4/6/49

In continuous informal daily session. Usually meets once every two weeks in formal session.

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Rearmament; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Security Control Subcommittee (Security Advisory Board); Subcommittee for Special Studies and Evaluations; Interdepartmental Committee on Industrial Security (under general direction of SANACC).

REPORTS SUBMITTED: Once a month a brief of all papers that have been processed by the State-Army-Navy-Air Force Coordinating Committee is reported to the Secretaries of State, Army, Navy, and Air Force. Special reports are submitted to the President on occasion, transmitted by the Secretary of State.

Mr. W. John Kenney (Under SecNav)

Comdr. J. B. Cresap (Secretariat) 3151 2225 New State Dept Bldg

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS-2575 (REV. 7-48)

Return to Administrative Office, Office Methods Div.
Room 1143, Navy Department

REPORT-EXOS-18

NAME OF COMMITTEE

State-Army-Navy-Air Force Coordinating Committee - Secretariat
Cdr. J. B. Cresap (EXOS) New State Bg.

PERIOD ENDING **31 March 1949**

NUMBER (From NAVEXOS-P-478) **C35-1**

1. KIND OF REPORT

☐ INITIAL REPORT OF ESTABLISHMENT ☒ XX QUARTERLY REPORT ☐ TERMINATION REPORT (State location of Committee's Records) ☐ Other

2. MEMBERSHIP

NAME AND TITLE	BUREAU OR OFFICE	KEY*	NAME AND TITLE	BUREAU OR OFFICE	KEY*
Cdr. J. B. Cresap	**EXOS**	**MF**			

*Key: MF - Military full-time; MP - Military part-time; CF - Civilian full-time; CP - Civilian part-time; A - Alternate Member

3. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD (Give specific dates)
Committee Secretariat is in session daily, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

SUBCOMMITTEES (Established or disestablished, and names)

REPORTS SUBMITTED (Dates and subject or file no.) **Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.**

OTHER PERTINENT INFORMATION (Use additional sheets for further reporting)

	PHONE	BUILDING AND ROOM NO.
NAVY SENIOR MEMBER **Cdr. J. B. Cresap (EXOS)**	**3151**	**2225 New State Dept. Bldg.**
RECORDER **Cdr. J. B. Cresap (EXOS)**	**3151**	**2225 New State Dept. Bldg.**
SIGNATURE OF PERSON MAKING THIS REPORT	PHONE	BUILDING AND ROOM NO.

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DO NOT COMPLETE ITEMS ON THIS PAGE UNLESS CHANGED SINCE LAST REPORT

4. DATE OF CREATION OR APPOINTMENT OF NAVY MEMBERSHIP

NUMBER (From NAVEXOS-P-478)

5. TO WHOM DOES THE COMMITTEE REPORT IN THE NAVY DEPARTMENT?

6. PROPOSED TERMINATION DATE, IF KNOWN

7. DUTIES AND FUNCTIONS (Attach copy of precept and necessary documentation)

8. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

9. SPECIAL COMMENTS

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

THE STATE-ARMY-NAVY-AIR FORCE COORDINATING COMMITTEE

WASHINGTON, D. C.

2 March 1949

From: Cdr. J. B. Cresap, U.S.N.
Navy Member, SANACC Secretariat

To: Mr. John L. Stone
Room 2513
Main Navy Bldg.

In accordance with your request, herewith is a summary of the present terms of reference and functions which are now in effect.

"This Committee, under the chairmanship of the Department of State, is designated to:

a. Advise and assist the National Security Council.

b. Coordinate matters referred to it by any of its members or by the National Security Council, except matters concerning occupied areas (unless such matters are of direct interest to the Navy and Air Force Departments), and matters of limited interest.

c. Consult in appropriate cases with non-member departments and agencies of the Government.

In matters consistent with established governmental policy, unanimous actions and decisions of the Committee will be construed as effective decisions of the Secretaries of State, Defense, Army, Navy and Air Force. Dissemination of the decisions of the Committee is accomplished by the departments concerned for the information and guidance of all concerned and, where appropriate, with necessary instructions for action.

The Under Secretary of the Navy is the Navy Member of the Committee. There is a full time Secretariat, headed by an Executive Secretary nominated by the Secretary of State and approved by the Committee."

/s/

J. B. Cresap

Sent to Mrs Hanes 3/3/49

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

31 Dec. 1948

State-Army-Navy-Air Force Coordinating Committee
Hon. W. John Kenney (Under SecNav) 4e664 PentBg C35

Mr. W. John Kenney Under SecNav CP

Comdr. J. B. Cresap EXOS MF

1-6-49 -
Sent to Op 35 for signature
a.f

In continuous informal daily session. Usually meets once every two weeks in formal session.

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Rearmament; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Security Control Subcommittee (Security Advisory Board); Subcommittee for Special Studies and Evaluations; Interdepartmental Committee on Industrial Security (under general direction of SANACC).

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Mr. W. John Kenney (Under SecNav)

Comdr. J. B. Cresap (Secretariat) 3151 2225 New State Dept. Bldg.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS-2575 (REV. 7-48)

Return to Administrative Office, Office Methods Div.
Room 1143, Navy Department

REPORT-EXOS-18

NAME OF COMMITTEE
State-Army-Navy-Air Force Coordinating Committee - Secretariat
Cdr. J. B. Cresap (EXOS) 2225 New State Bg.

PERIOD ENDING **31 Dec. 1948**

NUMBER (From NAVEXOS-P-478) **C35-1**

1. KIND OF REPORT

☐ INITIAL REPORT OF ESTABLISHMENT ☒ QUARTERLY REPORT ☐ TERMINATION REPORT (State location of Committee's Records) ☐ Other

2. MEMBERSHIP

NAME AND TITLE	BUREAU OR OFFICE	KEY*	NAME AND TITLE	BUREAU OR OFFICE	KEY*
Cdr. J. B. Cresap	EXOS	MF			

*Key: MF - Military full-time; MP - Military part-time; CF - Civilian full-time; CP - Civilian part-time; A - Alternate Member

3. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD (Give specific dates)
Committee Secretariat is in session daily, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

SUBCOMMITTEES (Established or disestablished, and names)

REPORTS SUBMITTED (Dates and subject or file no.) **Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.**

OTHER PERTINENT INFORMATION (Use additional sheets for further reporting)

	PHONE	BUILDING AND ROOM NO.
NAVY SENIOR MEMBER **Cdr. J. B. Cresap (EXOS)**	3151	2225 New State Dept Bldg.
RECORDER **Cdr. J. B. Cresap (EXOS)**	3151	2225 New State Dept Bldg.
SIGNATURE OF PERSON MAKING THIS REPORT		

Mailed 1-6-49 - cf.

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DO NOT COMPLETE ITEMS ON THIS PAGE UNLESS CHANGED SINCE LAST REPORT

4. DATE OF CREATION OR APPOINTMENT OF NAVY MEMBERSHIP | NUMBER (From NAVEXOS-P-478)

5. TO WHOM DOES THE COMMITTEE REPORT IN THE NAVY DEPARTMENT?

6. PROPOSED TERMINATION DATE, IF KNOWN

7. DUTIES AND FUNCTIONS (Attach copy of precept and necessary documentation)

8. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

9. SPECIAL COMMENTS

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

30 Sept. 1948

State-Army-Navy-Air Force Coordinating Committee C35
Hon. W. John Kenney - 4e664 PentBg.

Mr. W. John Kenney	**Under SecNav**	**CP**
Comdr. J. B. Cresap	**EXOS**	**MF**

Sent to OF 35 for signature 10/11/48 af

In continuous informal daily session. Usually meets once every two weeks in formal session.

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Rearmament; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Security Control Subcommittee ---------- (Security Advisory Board); Subcommittee for Special Studies and Evaluations; Interdepartmental Committee on Industrial Security (under general direction of SANACC);

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Mr. W. John Kenney (Under SecNav)

Comdr. J. B. Cresap (Secretariat) 3151 2225 New State Dept Bldg.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS-2575 (REV. 7-48)

Return to Administrative Office, Office Methods Div. Room 1143, Navy Department

REPORT-EXOS-1B

PERIOD ENDING **30 Sept. 1948**

NAME OF COMMITTEE

State-Army-Navy-Air Force Coordinating Committee - Secretariat
Cdr. J. B. Cresap (EXOS) 2225 New State Bg.

NUMBER *(From NAVEXOS-P-478)*

C35-1

1. KIND OF REPORT

☐ INITIAL REPORT OF ESTABLISHMENT ☒ QUARTERLY REPORT ☐ TERMINATION REPORT *(State location of Committee's Records)* ☐ Other

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NAME AND TITLE	BUREAU OR OFFICE	KEY*	NAME AND TITLE	BUREAU OR OFFICE	KEY*
Cdr. J. B. Cresap	**EXOS**	**MF**			

*Key: MF - Military full-time; MP - Military part-time; CF - Civilian full-time; CP - Civilian part-time; A - Alternate Member

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REPORTS SUBMITTED *(Dates and subject or file no.)* **Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.**

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

	PHONE	BUILDING AND ROOM NO.
NAVY SENIOR MEMBER **Cdr. J. B. Cresap (EXOS)**	**3151**	**2225 New State Bldg.**
RECORDER **Cdr. J. B. Cresap (EXOS)**	**3151**	**2225 New State Bldg.**
SIGNATURE OF PERSON MAKING THIS REPORT	PHONE	BUILDING AND ROOM NO.

Mailed to Rm 1143 - Navy 10/11/48

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

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A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

N A V Y D E P A R T M E N T
ADMINISTRATIVE OFFICE
Office Methods Division

OM-HC

28 September 1948

To: All Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ending 30 September 1948.

Ref: (a) SecNav ltr to All Bureaus, Boards, and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 22 April 1948, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted are two copies of Form NAVEXOS 2575 Rev., Report of Boards and Committees:

(a) The original is to be completed as the quarterly report ending 30 September 1948, in accordance with reference (a), and returned by 15 October 1948 to the address shown at the top of the form.

(b) Copy is to be retained for your use, as desired.

2. The form should be completed on the front for each applicable item. Items on the reverse of the form should be completed only if there are changes to be made in the reports previously submitted to this Office, of which copies should be in your files.

3. If the Board or Committee to which the form is mailed has been or should be disestablished, the form should be utilized as a termination report and a copy of the termination directive furnished this Office if available. The central records will then be corrected and the committee's name removed from the next issue of the Directory, NAVEXOS P-478 (Rev.), Boards and Committees on Which the Navy Department Has Representation. Should the person receiving the form for completion no longer be Senior Navy Member of the Board or Committee, the form should be returned to Room 1143, unless the new Senior Navy Member is known to the addressee and the form may be transmitted to that person conveniently.

4. Copies of Form NAVEXOS 2575, or information concerning reporting, may be obtained by calling Navy telephone extension 2144.

Herbert E. Nagel
Director of Office Methods

Encl: (HW)
(A) Two (2) copies of Form NAVEXOS 2575, Rev.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

State-Army-Navy-Air Force Coordinating Committee
Hon. W. John Kenney 2054 Main Navy

Quarterly Report of Boards and Committees — 30 June 1948

Forms completed + sent to OF-35 for signature 7/22/48 aj

Mr. W. John Kenney	Under SecNav	CP	
Comdr. J. B. Cresap	(EXOS)	MF	

In continuous informal daily session. Usually meets once every two weeks in formal session.

Subcommittees for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Rearmament; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Security Control Subcommittee (Security Advisory Board); Subcommittee for Special Studies and Evaluations; Interdepartmental Committee on Industrial Security (under general direction of SANACC).

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Mr. W. John Kenney (Under SecNav)

Comdr. J. B. Cresap (Secretariat) 3151 2225 New State Dept. Building

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS-2575 (REV. 7-48)

Return to Administrative Office, Office Methods Div.
Room 1143, Navy Department

REPORT-EXOS-18

NAME OF COMMITTEE

State-Army-Navy-Air Force Coordinating Committee--Secretariat
~~Cdr. V. L. LeVance~~ Room 2225 New State Bldg
Cdr. J. B. Cresap

PERIOD ENDING 30 June 1948

NUMBER (From NAVEXOS-P-478) C35-1

1. KIND OF REPORT

☐ INITIAL REPORT OF ESTABLISHMENT ☒ QUARTERLY REPORT ☐ TERMINATION REPORT (State location of Committee's Records) ☐ Other

2. MEMBERSHIP

NAME AND TITLE	BUREAU OR OFFICE	KEY*	NAME AND TITLE	BUREAU OR OFFICE	KEY*
Cdr. J. B. Cresap	EXOS	MF			

*Key: MF - Military full-time; MP - Military part-time; CF - Civilian full-time; CP - Civilian part-time; A - Alternate Member

3. RESUME OF ACTIVITIES FOR REPORTING PERIOD

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SUBCOMMITTEES (Established or disestablished, and names)

REPORTS SUBMITTED (Dates and subject or file no. Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

OTHER PERTINENT INFORMATION (Use additional sheets for further reporting)

NAVY SENIOR MEMBER	PHONE	BUILDING AND ROOM NO.
Cdr. J. B. Cresap (EXOS) RECORDER	3151	2225 New State Bldg.
Cdr. J. B. Cresap (EXOS) SIGNATURE OF PERSON MAKING THIS REPORT	3151	2225 New State Bldg.
	PHONE	BUILDING AND ROOM NO.

Sent to Room 1143 - Navy Dept.
7/19/48 - aj.

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

DO NOT COMPLETE ITEMS ON THIS PAGE UNLESS CHANGED SINCE LAST REPORT

4. DATE OF CREATION OR APPOINTMENT OF NAVY MEMBERSHIP

NUMBER (From NAVEXOS-P-478)

5. TO WHOM DOES THE COMMITTEE REPORT IN THE NAVY DEPARTMENT?

6. PROPOSED TERMINATION DATE, IF KNOWN

7. DUTIES AND FUNCTIONS (Attach copy of precept and necessary documentation)

8. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

9. SPECIAL COMMENTS

A-19049

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

N A V Y D E P A R T M E N T
ADMINISTRATIVE OFFICE
Office Methods Division

CM-EAF:KW

8 July 1948

To: All Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ended 30 June 1948

Refs: (a) SecNav ltr to All Bureaus, Boards, and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 22 April 1948, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.
(b) SecNav ltr to All Bureaus, Boards and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: same as above.

1. Transmitted herewith are two copies of Form NavExos 2575 Rev., Report of Boards and Committees:

(a) Original to be completed as a quarterly report in accordance with references (a) and (b) and returned to this Office (Room 1143).

(b) Copy to be retained for your use.

2. The form should be completed on the front for each applicable item. Items on the reverse of the form should be completed only if there are changes to be made in the reports previously submitted to this Office, of which copies should be in your files. This report is for the quarter ended 30 June 1948 and should be returned by 20 July 1948 to Room 1143. The preprinted address on the form will facilitate prompt return.

3. A reissue of the directory, NavExos P-478, Boards and Committees on Which the Navy Department Has Representation, is to be accomplished early in August. It is necessary to have all quarterly reports in the Administrative Office by the deadline date, 20 July 1948, so that all corrections may be made before the directory is published.

4. Should the person receiving the form for completion no longer be the Senior Navy Member of the Board or Committee, the form should be returned to Room 1143, unless the new Senior Navy Member is known to the addressee and the form may be transmitted to that person conveniently.

5. Copies of the form or information concerning reporting may be obtained by calling Navy telephone extension 2144.

Herbert E. Angel
Director of Office Methods

Encl: (HW)
(A) Two (2) copies of Form NavExos 2575, Rev.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING 31 March 1948

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT	X	TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Comdr. V. L. Lowrance (EXOS)	MF		
Comdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* Committee Secretariat is in session daily, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*
Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

NAVY SENIOR MEMBER Comdr. V. L. Lowrance (EXOS)	TELEPHONE 3161	ROOM 2225 New State Bldg
RECORDER Comdr. V. L. Lowrance (EXOS)	TELEPHONE 3161	ROOM 2225 New State Bldg
SIGNATURE OF THE PERSON MAKING THIS REPORT	TELEPHONE	ROOM

TO: State-Army-Navy-Air Force Coordinating Committee - Secretariat
Capt. V. L. Lowrance (EXOS)
2225 New State Bldg.

CODE NO. C35-1

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP | CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT

VI. PROPOSED TERMINATION DATE

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(Fold)

RETURN TO:

ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

(Use window envelope for return)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

31 March 1948.

Mr. W.John Kenney (Under SecNav) OP

Comdr. V.L.Lowrance (EXOS) MF

Comdr. J. B. Cresap (EXOS) MF

In continuous informal daily session. Usually meets once a week in formal session.

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Subcommittee on Rearmament; Security Control Subcommittee (Security Advisory Board); Subcommittee for Special Studies and Evaluation.

Every two weeks a brief of all papers that have been processed by State-Army-Navy-Air Force Coordinating Committee is reported to the Secretaries of State, Army, Navy and Air Force. Special reports are submitted to the President on occasion, transmitted by the Secretary of State.

Mr. W. John Kenney (Under SecNav)

Comdr. V. L. Lowrance - Secretariat 3151 2225 New State Bldg

Sent in duplicate to Op-35
7 Apr 1948

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

N A V Y D E P A R T M E N T
ADMINISTRATIVE OFFICE
Office Methods Branch

OM-EW:JA

31 March 1948

To: All Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ended 31 March 1948

Ref: (a) SecNav ltr to All Bureaus, Boards and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted herewith are two copies of Form NAVEXOS 2575, Report of Boards and Committees:

(a) Original to be completed as a quarterly report in accordance with reference (a) and returned to this Office (Room 1143A).

(b) Copy to be retained for your use.

2. The form should be completed on the front for each applicable item. Items on the reverse of the form should be completed only if there are changes to be made in the reports previously submitted to this Office, of which copies should be in your files. This report is for the quarter ended 31 March 1948 and should be returned by 15 April 1948 to Room 1143A. The preprinted address on the bottom of the reverse of the form will facilitate prompt return.

3. If the Board or Committee to which the form is mailed is no longer active or has been disestablished, the form should be returned to Room 1143A with a notation to that effect so that the central records may be corrected and the committee's name removed from the next issue of the directory, NAVEXOS P-478, Boards and Committees on Which the Navy Department has Representation. Should the person receiving the form for completion no longer be the Senior Navy Member of the Board or Committee, the form should be returned to Room 1143A, unless the new Senior Navy Member is known to the addressee and the form may be transmitted to that person conveniently.

4. Copies of the form or information concerning reporting may be obtained by calling Navy telephone extension 2144.

Herbert E. Angel
Director of Office Methods

Encl: (HW)
(A) Two (2) copies of Form NAVEXOS 2575.

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING **31 December 1947**

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT	X	TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Comdr. V. L. Lowrance (EXOS)	**MF**		
Comdr. J. B. Cresap (EXOS)	**MF**		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* **Committee Secretariat is in session daily, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.**

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*

Communicates State-Army-Navy-Air Force Coordinating Committee decisions to the State, Army, Navy, and Air Force Departments, and performs such secretarial services as required by the State-Army-Navy-Air Force Coordinating Committee.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

	TELEPHONE	ROOM
NAVY SENIOR MEMBER **Comdr. V. L. Lowrance (EXOS)**	3151	2225 New State Bldg
RECORDER **Comdr. V. L. Lowrance (EXOS)**	3151	2225 New State Bldg
SIGNATURE OF THE PERSON MAKING THIS REPORT		

TO: State-Army-Navy-Air Force Coordinating Committee - Secretariat
Capt. V. L. Lowrance
Room 2225 New State Building

CODE NO. C35-1

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP | CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT

VI. PROPOSED TERMINATION DATE

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

d)—

RETURN TO:

ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

(Use window envelope for return)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

N A V Y D E P A R T M E N T
ADMINISTRATIVE OFFICE
Office Methods Branch

OM-EW:JA

5 January 1948

To: All Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ended 31 December 1947

Ref: (a) SecNav ltr. to All Bureaus, Boards, and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted herewith are two copies of Form NAVEXOS 2575, Report of Boards and Committees:

(a) Original to be completed as a quarterly report in accordance with reference (a) and returned to this Office (Room 1143A).

(b) Copy to be retained for your use.

2. The form should be completed on the front for each applicable item. Items on the reverse of the form should be completed only if there are changes to be made in the reports previously submitted to this Office, of which copies should be in your files. This report is for the quarter ended 31 December 1947 and should be returned by 20 January 1948 to Room 1143A. The preprinted address on the bottom of the reverse of the form will facilitate prompt return.

3. If the Board or Committee to which the form is mailed is no longer active or has been disestablished, the form should be returned to Room 1143A with a notation to that effect so that the central records may be corrected and the committee's name removed from the next issue of the directory, NAVEXOS P-478, Boards and Committees on Which the Navy Department has Representation. Should the person receiving the form for completion no longer be the Senior Navy Member of the Board or Committee, the form should be returned to Room 1143A, unless the new Senior Navy Member is known to the addressee and the form may be transmitted to that person conveniently.

4. Copies of the form or information concerning reporting may be obtained by calling Navy telephone extension 4840.

Herbert E. Angel
Director of Office Methods

Encl: (HW)
(A) Two (2) copies of Form NAVEXOS 2575.

Mailed
1-7-48

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Quarter ending
30 September 1947

Mr. W.John Kenney (Under SecNav) **CP**

Capt. V. L. Lowrance (EXOS) **MF**

Cdr. J. B. Cresap (EXOS) **MF**

In continuous informal daily session. Usually meets once a week in formal session.

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Subcommittee on Rearmament; Security Control Subcommittee (Security Advisory Board); Subcommittee for Special Studies and Evaluation.

Every two weeks a brief of all papers that have been processed by State-War-Navy Coordinating Committee is reported to the Secretaries of War, Navy and State. Special reports are submitted to the President on occasion, transmitted by the Secretary of State.

Mr. W. John Kenney (Under SecNav)

Capt. V. L. Lowrance - Secretariat **3151** **2225 New Stat Dept Bldg**

Report sent in duplicate to
Op-35 9/23/47

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Capt. V. L. Lowrance, USN DATE: 9/22/47

FROM : op 355 (JE McAuley, Cy. USN)

~~SUBJECT:~~

The attached form was received from Exos for action by op-35. As this office has no record of previous submission of this particular report (Mrs. Hill said you made this report for last qtr.) it is being forwarded for your action with the request that it be returned to us via your Seonee messenger. As report is for 30 Sept. believe Mr. Kenney should be substituted vice Mr. Sullivan.

Respectfully, JE McAuley

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING 30 September 1947

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT	X	TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: *MF-Military full time* *CF-Civilian full time* *A-Alternate Member*
MP-Military part time *CP-Civilian part time*

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* Committee Secretariat is in session daily, and performs such secretarial services as required by the State-War-Navy Coordinating Committee.

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*

Communicates State-War-Navy Coordinating Committee decisions to the State, Army, and Navy Departments, and performs such secretarial services as required by the State-War-Navy Coordinating Committee.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

	TELEPHONE	ROOM
NAVY SENIOR MEMBER Capt. V. L. Lowrance (EXOS)	3151	2225 New State Bldg
RECORDER Capt. V. L. Lowrance (EXOS)	3151	2225 New State Bldg
SIGNATURE OF THE PERSON MAKING THIS REPORT		

TO: State-War-Navy Coordinating Committee,
Secretariat
Capt. V. L. Lowrance
2027 New State Bldg.

CODE NO. C35-1

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP	CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT

VI. PROPOSED TERMINATION DATE

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(Fold)

RETURN TO:

ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

(Use window envelope for return)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

Reports Oct. 1

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
Office Methods Branch

OM-EF:VH

19 September 1947

To: All Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ending 30 September 1947

Ref: (a) SecNav ltr to All Bureaus, Boards, and Offices, Navy Department and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted herewith are two copies of Form NAVEXOS 2575, Report of Boards and Committees:

(a) Original to be completed as a quarterly report and returned to this Office.

(b) Copy, to be retained for your file if desired.

2. These forms should be completed on the front for each applicable item. Items on the reverse of the form are to be completed only if there are corrections or additions to be made to the records previously submitted to this Office, copies of which should be in your files. This report is for the quarter ending 30 September 1947 and should be returned by 6 October 1947 to the address shown on the bottom of the reverse side of the form. The preprinted address will facilitate mailing.

3. A reissue of the directory, NAVEXOS P-478, Boards and Committees on which the Navy Department Has Representation, is to be accomplished early in October. It is necessary to have all quarterly reports in the Administrative Office by the deadline date, 6 October 1947, so that all corrections may be made before the directory is published.

4. Attention is also invited to reference (a) which requires reports to be submitted on occasions other than quarterly, such as on completion of assigned work or on the termination of the board or committee.

5. Copies of the forms or information concerning reporting may be obtained by calling Navy telephone extension 4840.

Herbert E. Angel
Herbert E. Angel
Director of Office Methods

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING 30 June 1947

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT		TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK	X		

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: *MF-Military full time* *CF-Civilian full time* *A-Alternate Member*
MP-Military part time *CP-Civilian part time*

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* Committee Secretariat is in session daily, and performs such secretarial services as required by the State-War-Navy Coordinating Committee.

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*

Communicates State-War-Navy Coordinating Committee decisions to the State, War, and Navy Departments, and performs such secretarial services as required by the State-War-Navy Coordinating Committee.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

NAVY SENIOR MEMBER	TELEPHONE	ROOM
RECORDER Capt. V. L. Lowrance (EXOS)	3151	2027 New State Bldg
SIGNATURE OF THE PERSON MAKING THIS REPORT Capt. V. L. Lowrance (EXOS)	3151	2027 New State Bldg

TO: State-War-Navy Coordinating Committee,
Secretariat
Capt. V. L. Lowrance
Room 2027,
New State Building, 21st and C Streets.

CODE NO. C35-1

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP	CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT

VI. PROPOSED TERMINATION DATE

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(Fold)—

RETURN TO:

ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

(Use window envelope for return)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
Office Methods Branch

2 July 1947

To: Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ending 30 June 1947.

Ref: (a) SecNav ltr to all Bureaus, Boards, and Offices, Navy Department, and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted herewith are two copies of Form NAVEXOS 2575, Report of Boards and Committees:

(a) Original, to be completed as a quarterly report and returned to this Office.

(b) Copy, to be retained for your file if desired.

2. These forms should be completed on the front for each applicable item. Items on the reverse of the form are to be completed only if there are corrections or additions to be made to the records previously submitted to this Office, copies of which should be in your files. This report is for the quarter ending 30 June 1947 and should be returned by 18 July 1947 to the address shown on the botton of the reverse side of the form. The preprinted address is arranged to permit use of a window envelope.

3. Also enclosed is the publication NAVEXOS P-478, Boards and Committees on which the Navy Department Has Representation, dated June 1947. Please note the covering letter, on Page i of the publication, from the Secretary of the Navy, dated 11 June 1947, particularly Paragraph 3, requesting the reporting of errors and omissions.

4. Attention is also invited to reference (a) which requires reports to be submitted on occasions other than quarterly, such as on completion of assigned work or on the termination of the board or committee.

5. Copies of the forms or information concerning reporting may be obtained by calling Navy telephone extension 4840.

Mailed 7/2/47

Herbert E. Angel
Director of Office Methods

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND # 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT		TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK	X		

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* Committee Secretariat is in session daily, and performs such secretarial services as required by the State-War-Navy Coordinating Committee

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*

Communicates State-War-Navy Coordinating Committee decisions to the State, War, and Navy Departments, and performs such secretarial services as required by the State-War-Navy Coordinating Committee.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

NAVY SENIOR MEMBER	TELEPHONE	ROOM
Capt. V. L. Lowrance (EXOS)	3151	2027 NWBldg
RECORDER ~~Lt. Colonel V. F. Field - Executive Secy~~ Capt. V. L. LOWRANCE	TELEPHONE 3151	ROOM
SIGNATURE OF THE PERSON MAKING THIS REPORT V L Lowrance	~~War-79131~~	2027 NWBldg
	TELEPHONE	ROOM

TO:

State-War-Navy Coordinating Committee,
Secretariat
Capt. V. L. Lowrance
2027 New War Building

C35-1

CODE NO. ~~C82-1~~

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP **10 Feb 1945** | CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT **State-War-Navy Coordinating Committee**

VI. PROPOSED TERMINATION DATE **Continuing**

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

Responsible for arranging the meetings of the State-War-Navy Coordinating Committee and recording the minutes of the proceedings; maintains close liaison with the Secretariat of the Joint Chiefs of Staff and arranges for obtaining technical advice and assistance as desired by the Committee, and such other secretarial services as required by SWNCC.

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(a)—

None

RETURN TO:
ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

(Use window envelope for return)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS — 2575

PERIOD ENDING

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT		TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT	X	TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
W. John Kenney (Under Mr. J. L. Sullivan SecNav)	CP		
Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)* In continuous informal daily session. Usually meets once a week in formal session.

SUBCOMMITTEES *(Established or disestablished, and names)* Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Release of State Papers; Subcommittee for Military Information Control; Subcommittee on Rearmament; Security Control Subcommittee (Security Advisory Board) SSE

REPORTS SUBMITTED *(Dates and subject or file no.)*

Every two weeks a brief of all papers that have been processed by State-War-Navy Coordinating Committee ~~for each 2-week period~~ is reported to the Secretary of War, Navy, and State. Special reports are submitted to the President on occasion, transmitted by the Secretary of State.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

NAVY SENIOR MEMBER Mr. J. L. Sullivan (UnderSecNav)	TELEPHONE 3231	ROOM 2054
RECORDER Capt. V. L. Lowrance - Secretariat	TELEPHONE 3151	ROOM 2027 NWBldg
SIGNATURE OF THE PERSON MAKING THIS REPORT	TELEPHONE	ROOM

TO: State-War-Navy Coordinating Committee
Mr. J. L. Sullivan
Assistant Secretary of the Navy
2054 Main Navy

CODE NO. 082

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP **SecNav ltr 10 Feb 1945** | CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT **Secretary of the Navy and on occasions to the President of the U.S.**

VI.. PROPOSED TERMINATION DATE **Continuing**

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

To reconcile and coordinate the action to be taken by the State, War and Navy Departments on matters of common interests; and to establish policies on politico-military questions as referred to the Committee.

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

a)—

RETURN TO:

ADMINISTRATIVE OFFICE
OFFICE METHODS BRANCH
ROOM 1143A
MAIN NAVY BUILDING

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DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES

NAVEXOS - 2575

PERIOD ENDING File

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT	X	TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT		TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
*Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J. B. Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)*

Committee is in session daily, and performs such Secretarial Services as required by the State War Navy Coordinating Committee

SUBCOMMITTEES *(Established or disestablished, and names)*

REPORTS SUBMITTED *(Dates and subject or file no.)*

Communicates State-War-Navy Coordinating Committee decisions to the State, War and Navy Departments. and performs such, etc

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

NAVY SENIOR MEMBER Capt. V. L. Lowrance (Exec)	TELEPHONE 3151	ROOM 2027 NW Bldg.
RECORDER V. F. Field - Executive Secy.	TELEPHONE	ROOM
SIGNATURE OF THE PERSON MAKING THIS REPORT M. G. Kahn	TELEPHONE 3103	ROOM 1143A

TO: State-War-Navy Coordinating Committee,
Secretariat
Capt. V. L. Lowrance
2027 New War Bldg.

CODE NO. 082-1

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

(Do not complete items on this page unless changed since last report)

IV. DATE OF CREATION OR OF APPOINTMENT OF NAVY MEMBERSHIP **10 Feb 1945** | CODE NO.

V. TO WHOM DOES THE COMMITTEE REPORT **State-War-Navy Coordinating Committee**

VI. PROPOSED TERMINATION DATE **Continuing**

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

Responsible for the meetings of the State-War-Navy Coordinating Committee and recording the minutes of the proceedings; maintain close liaison with the Secretariat of the Joint Chiefs of Staff and arranging for obtaining technical advice and assistance as desired by the Committee, and such other secretarial services as required by SWNCC

VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(Fold)—

None

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DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

REPORT OF BOARDS AND COMMITTEES
NAVEXOS - 2575

PERIOD ENDING

I. KIND OF REPORT

INITIAL REPORT OF ESTABLISHMENT	X	TERMINATION PROPOSED DATE *(Attach copy of extension authorization)*	
QUARTERLY REPORT		TERMINATION ACTUAL DATE *(Attach copy of termination letter)*	
COMPLETION OF ASSIGNED WORK			

II. MEMBERSHIP, NAVY ONLY *(Give name and title)*

NAME AND TITLE	CODE*	NAME AND TITLE	CODE*
Mr. J. L. Sullivan (UnderSecNav)	CP		
Capt. V. L. Lowrance (EXOS)	MF		
Cdr. J.B.Cresap (EXOS)	MF		

*CODE EACH MEMBER AS: MF-Military full time; MP-Military part time; CF-Civilian full time; CP-Civilian part time; A-Alternate Member

III. RESUME OF ACTIVITIES FOR REPORTING PERIOD

MEETINGS HELD *(Dates)*

In continuous daily session. Meets once a week in formal session.

SUBCOMMITTEES *(Established or disestablished, and names)*

Subcommittee for Europe; Subcommittee on Near and Middle East; Subcommittee for the Far East; Subcommittee on Foreign Policy Information; Subcommittee on Latin America; Subcommittee on Release of State Papers; Subcommittee for Security Control; Subcommittee on Rearmament; Security Control Subcommittee(Security Advisory Board)

REPORTS SUBMITTED *(Dates and subject or file no.)*

Every two weeks a brief of all papers that have been processed by State-War-Navy Coordinating Committee for each 2 week period is reported to the Secretary of War, Navy, and State. Special reports are submitted to the President on occasion, transmitted by the Secretary of the State.

OTHER PERTINENT INFORMATION *(Use additional sheets for further reporting)*

fold line

	TELEPHONE	ROOM
NAVY SENIOR MEMBER Mr. J. L. Sullivan (UnderSecNav)	3231	2054
RECORDER Capt. V. L. Lowrance - Secretariat	3151	2027 NWBldg.
SIGNATURE OF THE PERSON MAKING THIS REPORT Mr. R. Jones	3103	1143A

TO:

State-War-Navy Coordinating Committee
Mr. J. L. Sullivan
Assistant Secretary of the Navy
2054 Main Navy

CODE NO. 082

(Over)

5568

DECLASSIFIED E.O. 11652, Sec 3(E) and 5(D) or (E) NND# 740132

(Continued)

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V. TO WHOM DOES THE COMMITTEE REPORT **Secretary of the Navy and ~~them~~ on occasion to the President of the U.S.**

VI. PROPOSED TERMINATION DATE **Continuing**

VII. DUTIES AND FUNCTIONS (Attach copy of precept)

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VIII. OTHER COMMITTEES PERFORMING SIMILAR DUTIES

(Fold)—

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File

NAVY DEPARTMENT
ADMINISTRATIVE OFFICE
Office Methods Branch

10 April 1947

To: To Boards and Committees Concerned

Subj: Report of Boards and Committees for Quarter Ending 31 March 1947

Ref: (a) SecNav ltr to all Bureaus, Boards, and Offices, Navy Department, and Commandant, U. S. Marine Corps, dtd 13 May 1946, subj: Maintenance of an Up-to-Date Central Record of Boards and Committees.

1. Transmitted herewith are three copies of Form NAVEXOS 2575, Report of Boards and Committees:

(a) Blue copy, for your information and retention if desired.
(b) White original, to be completed as a quarterly report and returned to this Office.
(c) White copy, to be retained for your file if desired.

2. The completed blue copy of Form 2575, which may be retained in your files, is a copy of the basic information concerning your organization which is now on file in this Office as part of the official central record of Boards and Committees required by reference (a). Any corrections or additions to this information should be made as indicated in paragraph 3 below.

3. The white original Form 2575 should be completed on the front side for each applicable item; items on the reverse side of the form are to be completed only if there are corrections or additions to be made to the information on the blue copy (see paragraph 2 above). The completed form, which will serve as the report required by reference (a) for the quarter ending 31 March 1947, is to be returned by 18 April 1947 to the address shown on the bottom of the reverse side of the form. The preprinted address is arranged to permit use of a window envelope.

4. The white copy of Form 2575 is included so that you may retain a copy of the report submitted if you so desire.

5. Future quarterly reporting as required by reference (a) will also be accomplished by means of Form 2575, which will be supplied in ample time by this Office to every official Board and Committee. This form will also be used on other occasions when reports are required, such as on completion of assigned work or on the termination of the board or committee. Copies of the form or information concerning reporting may be obtained from Miss Edna Falbo, telephone extension 4840.

Herbert E. Angel
Director of Office Methods