

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



33M

UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington

LIBRARY
RECEIVED

August 20, 1942

OFFICE OF INFORMATION MEMORANDUM NO. 36

U. S. Department of Agriculture

Clearance of Field Information in Compliance with OWI Regulation 1

The Secretary of Agriculture, in Memorandum No. 1025, made the Director of Information responsible for carrying out the directives in Office of War Information Regulation No. 1. This Memorandum interprets the OWI regulation and field directive, and sets up a system of compliance to facilitate clearance with the OWI of War information released by Department field information workers and to reduce clearance to the necessary minimum. To accomplish this the Department Office of Information and the Office of War Information have worked out the following procedures:

The USDA Office of Information, Field Service, regional offices, will assist in arranging for such clearances, but prior clearance with the Field Service offices will not be required. Primary responsibility for conforming with OWI regulations remains upon the issuing USDA agency. However, appropriate regional offices of the USDA Office of Information should be furnished with two copies of everything issued by USDA field offices for press, radio or other public use. (Sets of photos and expensive or elaborate visual material are not required.) This will enable the USDA Field Service to assist, with advisory review, in assuring USDA compliance with OWI regulations. A list of USDA information regional offices is attached. Any difficulty involving clearance of information with OWI should be promptly reported to the appropriate USDA Information Field Service office, in order that immediate effort may be made to compose the difficulty.

Cooperative Extension Service workers handle some Department of Agriculture, as well as State information. It would be in the interest of complete compliance with the Office of War Information as well as protection to Extension workers releasing Department information for Cooperative Extension workers to follow the same procedures outlined for direct Federal employees.

This memorandum, which is issued with OWI concurrence, should be brought to the attention of responsible administrators in the field, and their information officers, in connection with Secretarial Memorandum No. 1025 which was sent to you recently with Office of War Information Regulation No. 1, and instructions issued by OWI's News Bureau amplifying the policy of field clearance outlined in Regulation 1.

Most war-related information released by USDA field agencies will be secondary; that is, based upon or adapted from primary information, issuance of which will already have been cleared with OWI in Washington. This need not be cleared again. Thus the number of field clearances required with OWI will be small.

However, information originating at local or regional levels will sometimes be of classes required to be checked with OWI News Bureau field offices for their clearance and release. In day-to-day operation it is impracticable to refer every question for prior decision, so the question of whether clearance is required must generally be answered within the judgment of the responsible USDA field official. Therefore, each item of public information for any medium should be examined with the following criteria (Section 12 of OWI Regulation 1) in mind:

- 1) Is this secondary information--based upon or adapted from material already cleared? If so, it may be released.
- 2) Is this within clearly defined policy and exclusively within the authorized activities of the USDA? If so, it may be released. (NOTE: Information affecting activities of another Department agency should be checked with such agency before release.) For example, releasable items would include "how to do it" information, market news service, terms of new programs and reports of progress in same.
- 3) Is this primary information related definitely to war activities or policy, or does it include material broader than the authorized activities of the USDA? If so, it should be cleared with the nearest OWI News Bureau field office, and issued by that office unless the originating USDA agency is asked to issue the release. For example, a locally-originated (primary) statement on effects of price control or rationing, in which OPA or WFB is involved.

In the list of OWI News Bureau field offices enclosed, regional and State offices of USDA agencies are assigned to specified OWI offices for clearance and release of those USDA items which come within the OWI regulations. If it is felt that a different assignment will be more convenient the USDA Office of Information in Washington should be notified and assignments may be changed.

Where there is no local OWI News Bureau office, and it makes for more efficient operation of an agency to do so, the regional News Bureau officer will, with the concurrence of the appropriate USDA administrative official, designate a USDA information officer to clear and issue for OWI material relating to that agency. It is requested that all Department personnel assist OWI in any appropriate way.

County USDA offices will seldom have items requiring OWI clearance. Each USDA agency or bureau is expected to arrange through its own lines for its county or similar subordinate offices to make necessary clearances.

Morris Alesbury
Director of Information

Attachments: 2

OFFICE OF WAR INFORMATION NEWS BUREAU FIELD OFFICES

Under each OWI Field Office are listed the USDA agency regional and State offices which are assigned to clear with that OWI office.

(*Indicates Regional OWI News Bureau office, others branch offices. However, for purposes of clearance and release of USDA information there is no distinction between regional and branch offices.)

OWI NEWS BUREAU FIELD OFFICE

INFORMATION OFFICER AND ADDRESS

*ATLANTA

Marvin Cox
1722 Candler Building
Tel: Walnut 4121

USDA Regional Offices

BAE (Atlanta)

FS (")

SCS (Spartanburg)

USDA State Offices

Georgia

BIRMINGHAM

Irving M. Beiman
301 Phoenix Building
Tel: 4-7761

JACKSONVILLE

William Bennett
522 Lynch Building
Tel: 5-4012, Ext. 28

USDA State Offices

Florida

MEMPHIS

Ewing Johnson
2017 Sterick Building
Tel: 5-7421, Ext. 17

USDA State Offices

Mississippi

MONTGOMERY

James Shipley
813 Bell Building

USDA Regional Offices

FSA (Montgomery)

USDA State Offices

Alabama

NASHVILLE

Jack Bordurant
909 Stahlman Building
Tel: 5-5592

USDA State Offices

Tennessee

*BOSTON

USDA Regional Offices
AAI (Springfield)
FCA (")

USDA State Offices
Maine
New Hampshire
Massachusetts
Rhode Island

E. Bigelow Thompson
17 Court Street
Tel: Lafayette 7500, Ext. 204-205
Evening: " 7503

HARTFORD

USDA State Offices
Connecticut

Wendell A. Teague
119 Ann Street
Tel: 7-2641
Evening: 7-0301

MONTPELIER

USDA State Offices
Vermont

Harold Bergman
Pavilion Hotel
Tel: 1700; Evening 37

*CHICAGO

USDA Regional Offices
AC&E Labs. (Peoria)

USDA State Offices
Illinois
Iowa

Paul Jordan
Wm. F. Sullivan (Assistant)
2600 Civic Opera Building
Tel: Andover 3600, Ext. 21-22
Evening: Andover 3604

DETROIT

USDA State Offices
Michigan

James Hopkins
Robert La Blonde
800 Boulevard Building
7310 Woodward Avenue
Tel: Trinity 1-5500, Ext. 53

INDIANAPOLIS

USDA Regional Offices
FCA (Louisville)
FSA (Indianapolis)

USDA State Offices
Indiana
Kentucky

Joseph Collier
917 Circle Tower Building
Tel: Market 8511, Ext. 18

MILWAUKEE

USDA Regional Offices

OI (Milwaukee)
AAA(")
BAE(")
FS (")
Forest Prod. Lab. (Madison)
AMA(Milwaukee)
SCS(")
FSA(")

USDA State Offices
Wisconsin

George A. Mann
7002 Plankinton Arcade
Tel: Broadway 1440
Evening BR. 2683

*CLEVELAND

Samuel Slotky
472 Union Bank of Commerce Building
Tel: Cherry 7913

COLUMBUS

USDA State Offices
Ohio

Ward Moore
Fourth Floor, Peters Building
68 East Gay Street
Tel: Main 7841, Evening Main 7846

*DALLAS

USDA Regional Offices
AMA (Dallas)
FSA (")

USDA State Offices
Texas

L. L. Sisk
1102 Fidelity Building
Tel: Riverside 5711
Evening, Riverside 3526

BATON ROUGE

USDA Regional Offices
OI (Baton Rouge)

USDA State Offices
Louisiana

Charles R. F. Smith
OPA Information Officer
406 Triad Building

FORE WORTH

USDA Regional Offices
SCS (Ft. Worth)

Robert Wear
630 Ft. Worth Club Building
Tel: 3-9551, Ext. 32

HOUSTON

USDA Regional Offices
FCA (Houston)

Maurice Gardner
1011 Electric Building
Tel: Capitol 7201

NEW ORLEANS

USDA Regional Offices
AAA (New Orleans)
AC&E Lab. (New Orleans)
FCA (New Orleans)

David McGuire
1120 Canal Building
Tel: Raymond 2312

OKLAHOMA CITY

USDA Regional Offices
FSA (Amarillo)

Harrington Wimberly
534 Key Building
Tel: 7-1551

USDA State Offices
Oklahoma

*DENVER

USDA Regional Offices
OI (Denver)
AAA (")
BAE (Ft. Collins)
FS (Denver)
FSA (")
SCS (Albuquerque)

Eugene Cerwi
321 Kittredge Building
Tel: Tabor 3173

USDA State Offices
New Mexico
Wyoming
Colorado

SALT LAKE CITY

USDA Regional Offices
FS (Ogden)

Ottis Peterson
308 David Keith Building
Tel: 5-7531

USDA State Offices
Utah

*KANSAS CITY

USDA Agency Offices
FCA (Kansas City)

Harvin Mcalister
300 Mutual Building
Tel: Victor 7780

USDA State Offices
Kansas

LITTLE ROCK

USDA Regional Offices
BAE (Little Rock)
FSA (" ")

E. H. Thomas
Commercial National Bank Building
Tel: 4-6473

USDA State Offices
Arkansas

OMAHA

USDA Regional Offices

- OI (Lincoln)
- BAE (")
- FS (")
- FCA (Omaha)
- SCS (Lincoln)
- FSA (")

USDA State Offices

Nebraska

ST. LOUIS

USDA Agency Office

REA (St. Louis)

USDA Regional Offices

FCA (St. Louis)

USDA State Offices

Missouri

WICHITA

USDA Regional Offices

FCA (Wichita)

*MINNEAPOLIS

USDA Regional Offices

FCA (St. Paul)

USDA State Offices

- Minnesota
- North Dakota
- South Dakota

*NEW YORK

USDA State Offices

New York

Lawrence May
 524 Grain Exchange Building
 Tel: Jackson 6466

Edward Thompson
 1101 Paul Brown Building
 816 Olive Street
 Tel: Central 3200

Pliny Castanien
 York Rit. Building
 Tel: 5-3661, Ext. 11

Dowsley Clark
 230 Midland Bank Building
 Tel: Main 3244
 Nestor 4518
 Evening 5032

Clifton Road
 703 Channin Building
 122 East 42nd Street
 Tel: Murray Hill 3-6805
 Evening " " 3-6828

Prince Carlisle
 OPA Information Officer
 Empire State Bldg., 350 Fifth Avenue
 Tel: Chickering 4-8900

Alex Ross
 State OPA Office, 535 Fifth Avenue

BUFFALO

Harry S. Mullany
1502 Band Building
Tel: Madison 3160
Evening " 4366

NEWARK

USDA State Offices
New Jersey

James J. Kennedy
Globe Indemnity Building
20 Washington Place
Tel: Market 2-0700

*PHILADELPHIA

USDA Regional Offices
OI (Upper Darby)
AC&E Lab. (Philadelphia)
BAE (Philadelphia)
FS (")
AMA (")
SCS (Upper Darby)
FSA (" ")

Howard Browning
744 Pennsylvania RR Suburban Building
Tel: Locust 3416

USDA State Offices
Pennsylvania
Delaware

BALTIMORE

USDA Regional Offices
FCA (Baltimore)

Yale Merrill
1528 Baltimore Trust Building
Tel: Plaza 8170

USDA State Offices
Maryland

PITTSBURGH

USDA State Offices
West Virginia

Harry Kodinsky
507 Fulton Building
Tel: Grant 2966

*RICHMOND

USDA Regional Offices
OI (Charlottesville)
AAA (")

William Bourne
10 South Fifth Street
Tel: 7-2331

USDA State Offices
Virginia

COLUMBIA

Stuart Rabb
410 Liberty Life Building

USDA Regional Offices
FCA (Columbia)

USDA State Offices
South Carolina

RALEIGH

William Sharpe
110 Sir Walter Hotel
Tel: 3-1903, 3-1901

USDA Regional Offices
FSA (Raleigh)

USDA State Offices
North Carolina

*SAN FRANCISCO

Dean Jennings
Western Merchandise Mart
1355 Market Street
Tel: Klondike 2-2300

USDA Regional Offices
OI (San Francisco)
AC&E Lab. (San Francisco)
BAE (Berkeley)
FS (San Francisco)
FCA (Berkeley)
AMA (San Francisco)
FSA (" ")

USDA State Offices
California
Nevada

LOS ANGELES

Howard Freeman
320 Western Pacific Building
1031 South Broadway
Tel: Richmond 0311, Richmond 1261

USDA State Offices
Arizona

PORTLAND

Ben Titus
815 Bedell Building
Tel: Atwater 7241

USDA Regional Offices
FS (Portland)
SCS (")
FSA (")

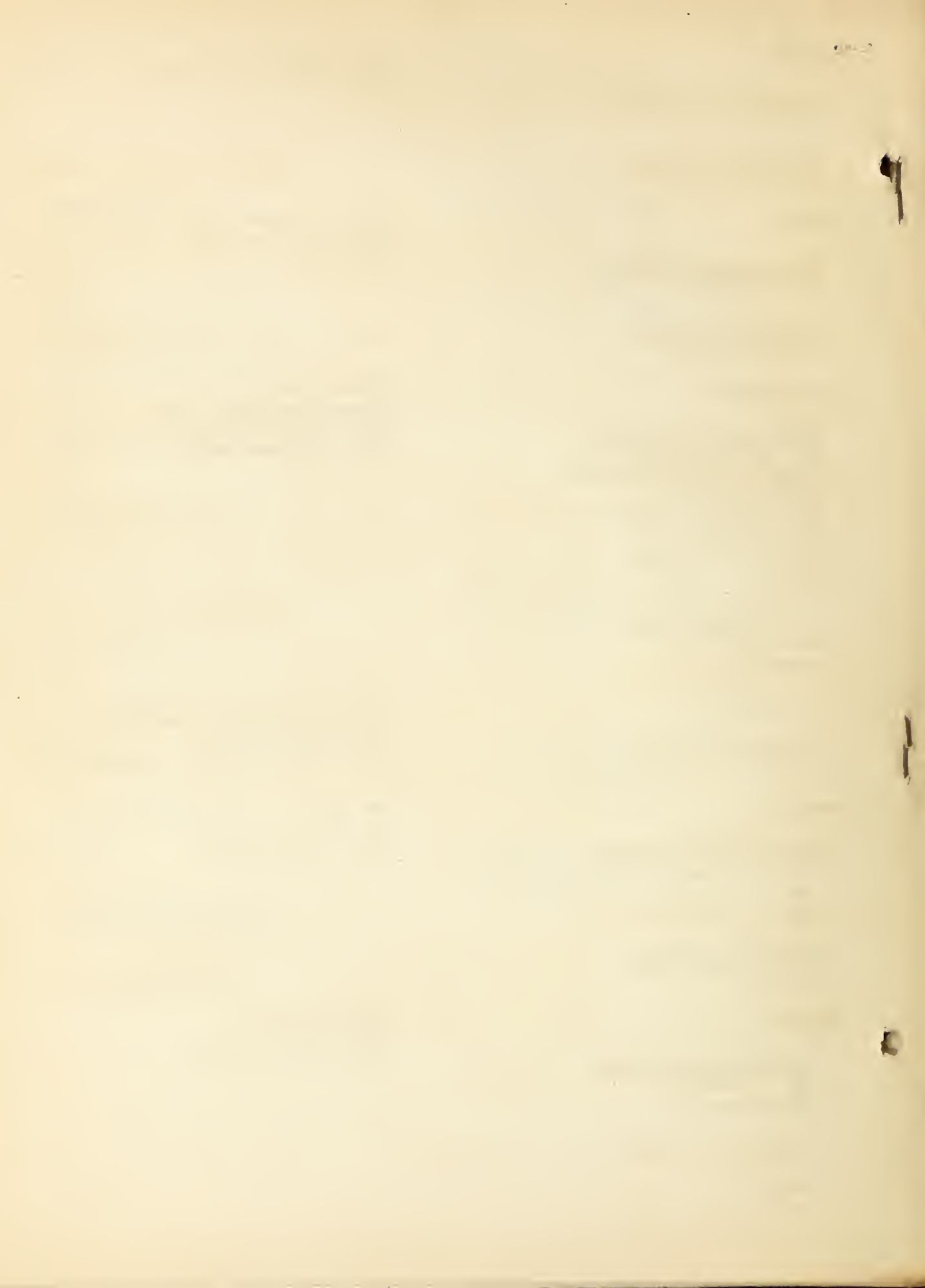
USDA State Offices
Oregon

SEATTLE

Howard MacGowan
440 Henry Building
Tel: Elliott 0200

USDA Regional Offices
FS (Missoula)
FCA (Spokane)

USDA State Offices
Montana
Idaho
Washington



FIELD INFORMATION SERVICE

Addresses

Region 1 (Northeastern)

HOME

Connecticut	Harold Ballou	Conestoga Road
Delaware	Reg. Rep., Of. of Inf.	Itham, Pa.
Maine	U. S. Dept. of Agriculture	Ph: Wayne 1163 W
Maryland	302 Center Building	
Massachusetts	Upper Darby, Pennsylvania	
New Hampshire		
New Jersey	Ph: Boulevard 1056	
New York		
Pennsylvania	Assistant: F. E. Robinson	
Rhode Island		
Vermont		

Region 2 (East Central)

Kentucky	W. Judd Wyatt	1408 Jefferson Park
North Carolina	Reg. Rep., Of. of Inf.	Ave.
Tennessee	U. S. Dept. of Agriculture	Charlottesville, Va.
Virginia	P. O. Box 318	Ph: 2005-J
West Virginia	Charlottesville, Va.	
	307 E. Market St.	
	Ph: 810	

Region 3 (Southeastern)

Alabama	Bentley B. Mackay	1536 Laurel St.
Arkansas	Reg. Rep., Of. of Inf.	Baton Rouge, La.
Florida	U. S. Dept. of Agriculture	Ph: 4147
Georgia	114 Agriculture Extension Bldg., L. S. U.	
Louisiana	University Station	
Mississippi	Baton Rouge, La.	
South Carolina	Ph: 23911	

Region 4 (Southern Plains)

Colorado	William H. Tolbert	1451 Fairfax
Kansas	Reg. Rep., Of. of Inf.	Denver, Colo.
New Mexico	U. S. Dept. of Agriculture	Ph: East 4319
Oklahoma	713 Central Savings Bank Bldg.	
Texas	Denver, Colorado	

MA 6570

(over)

Region 5 (Pacific Region)

Arizona	R. L. Burgess	Route 1, Box 159
California	Reg. Rep., Of. of Inf.	1730 Bay Road
Idaho	U. S. Dept. of Agriculture	Palo Alto, Calif.
Nevada	821 Market St., Rm. 837	Ph: Palo Alto 4589
Oregon	San Francisco, California	
Utah		
Washington	Ph: YUkon 0898	

Assistant: C. A. Bond

Region 6 (Northern Plains)

Montana	F. E. Charles	2940 S. 24th St.
Nebraska	Reg. Rep., Of. of Inf.	Lincoln, Nebr.
North Dakota	U. S. Dept. of Agriculture	Ph: 3-6865
South Dakota	Rudge & Guenzel Bldg.	
Wyoming	13th & O Streets	
	Lincoln, Nebr.	

Region 7 (North Central)

Illinois	Joe D. Storm	3724 N. Morris Blvd.
Indiana	Reg. Rep., Of. of Inf.	Milwaukee, Wisconsin
Iowa	U. S. Dept. of Agriculture	Ph: Edgewood 0384
Michigan	815 Empire Building	
Minnesota	Milwaukee, Wisconsin	
Missouri		
Ohio	Ph: Broadway 4191	
Wisconsin		