

Record Group 156

# Records of the Office of the Chief of Ordnance

1940 - 1966



*Gadsden Ordnance Plant*

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# INTRODUCTION TO THE FINDING AID

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## Abstract:

This finding aid is a guide to records created by the Office of the Chief of Ordnance in the permanent custody of the National Archives at Atlanta. These records are found in one record group: [RG 156](#), Office of the Chief of Ordnance. RG 156 includes textual documents, maps, technical drawings and photographs from several ordnance facilities across the southeastern states. This finding aid focuses on Ordnance activities at fifteen different facilities during and after World War II.

## Descriptive Summary:

**Title:** Office of the Chief of Ordnance

**Dates:** 1940-1966

**Languages Represented in Collection:** English

**Repository:** The National Archives at Atlanta

**Finding Aid Created by:** Mary Mills and Heather McGowan

**Date Created:** May-July 2013

**Note:** The level of research varies due to the amount of related items within each record series.

## Organization of Finding Aid:

The research scope is limited to the World War II era, as well as several years afterward. Each section will follow this format:

- An overview of the history of the installation
  - when was it built, what was its purpose or contribution, and what were the conflicts or issues that existed
- The location and general description of each box and its folders
- Any photographs or specific documents of research interest will be noted and described
- **Bolded text** represents items of particular interest
- The photographs in each section come from that section's records

# HISTORY OF THE ORDNANCE DEPARTMENT

*during and after World War II*

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The Ordnance Department became an independent branch of the U.S. Army on May 14, 1812.

During World War II, the Ordnance Department was responsible for approximately half of all Army procurement, and the war expanded the department's three areas of responsibility: the procurement and distribution of ordnance and equipment, the maintenance and repair of equipment, and the development and testing of new types of ordnance. In general, most of the ordnance facilities throughout the country focused on ammunition and explosives. In 1950, the Ordnance Department was renamed the Ordnance Corps and focused on re-establishing many of the activities and functions that were deactivated after WWII in order to prepare for the Korean War.

## Sources and Information:

RG 156 at the National Archives at Atlanta:

- <http://www.archives.gov/atlanta/holdings/rg-100-164.html#156>

Record Group 156 at the National Archives

- <http://www.archives.gov/research/guide-fed-records/groups/156.html>

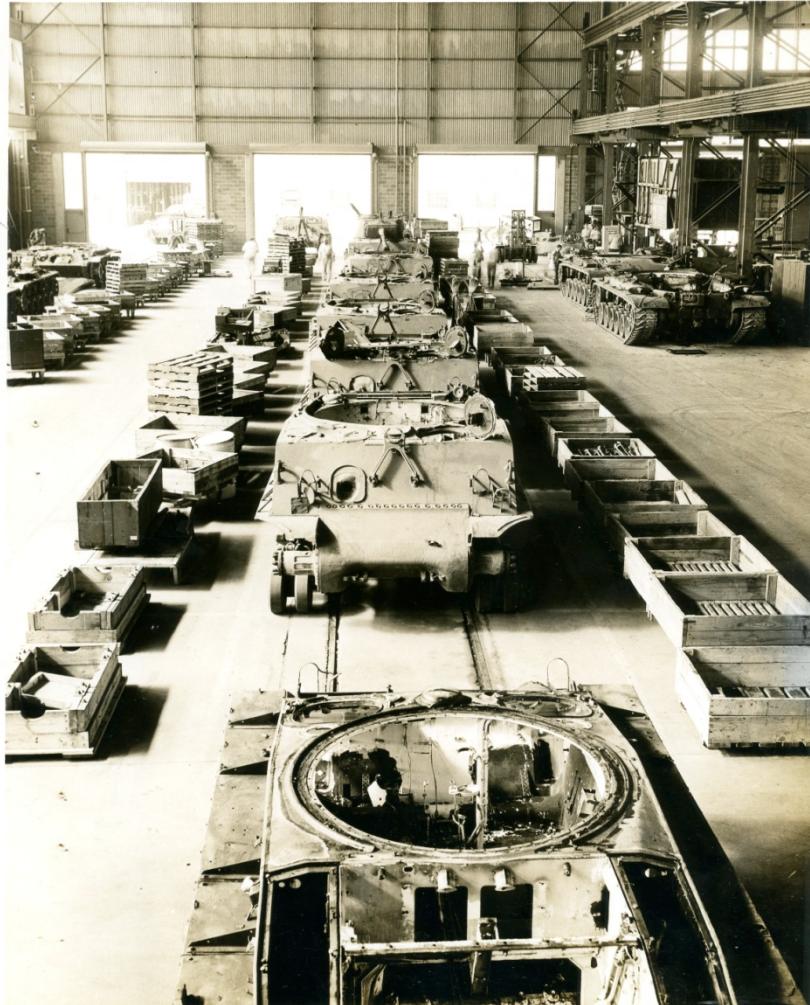
For more information about the Ordnance Corps:

- U.S. Army Ordnance Corps Website: <http://www.goordnance.army.mil/history/ORDhistory.html>
- [http://en.wikipedia.org/wiki/Ordnance\\_Corps\\_\(United\\_States\\_Army\)](http://en.wikipedia.org/wiki/Ordnance_Corps_(United_States_Army))
- <http://www.anad.army.mil/historyANAD.shtml>

# ANNISTON ORDNANCE DEPOT (ANNISTON, AL)

## *Brief History*

Construction on storage igloos, magazines, warehouses, and depot buildings began in February 1941, and on October 14, Anniston Ordnance Depot was established in Anniston, Alabama. Anniston's main mission was to provide, distribute, and store ammunition. The area of distribution for Anniston included Alabama, Florida, Mississippi, North Carolina, South Carolina, and Tennessee. This depot was accountable for Ordnance general supply items located within Anniston; by 1955, it was also responsible for repair parts, tools, and equipment located at the Atlanta Ordnance Depot. Workers at Anniston conducted maintenance on artillery, combat vehicles, vehicle machine gun mounts, and small arms, and they inspected, reconditioned, and stored captured enemy ammunition.



Anniston Ordnance Depot employed female and African-American employees, which is evidenced in photographs and documents describing job positions. Construction is widely documented throughout the boxes as well as organizational charts, orders, and procedures for the installation. There are documents concerning community activities, such as inviting the Boy Scouts to come visit in 1954. However, most of the records concerning World War II are relate to the end of the war and its aftermath.

After World War II, Anniston Ordnance Depot's mission did not change because there was a new threat: the Korean War. With a new warfront, the depot continued to contribute ammunition and weapons to the Army, Air Force, and the Navy.

# ANNISTON ORDNANCE DEPOT (ANNISTON, AL)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** General Records, 1944-1946; Anniston Ordnance Depot

**Boxes:** 1-2, LTA-S

**Entry:** 0002

- **Box 1:** Medical Department – Organization Charts (General Admin Files, 1944-1946)
  - Organization Charts of Branches
    - Information on Medical Department
    - Examples of Branches: Surveillance Division, Automotive Branch, Blacksmith Branch, Railroad Equipment Branch, Shipping
- **Box 2:** Memorandums – Historical Reports (1944-1946)
  - List of Historians
    - **Female workers** listed; Example of “Miss Dessie M. Heathcock” is a historian of the administrative branch

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** General Administration Files, 1944-1966; Anniston Ordnance Depot

**Boxes:** 1-20, LTA-S

**Entry:** 0001

- **Box 1:** General Orders – Minutes of Conference
  - Folders 1-14: General Orders
    - Assumption of Command of Anniston Ordnance Depot (1953-65)
    - Fort McPherson, GA Coordinates (1932)
  - Folder 15: Special Orders
    - Appointments of duties
    - Examples of **women**: Margaret Jamison, Member of “Standing Grievance Committee” (17 April 1959) Special Orders Number 17
  - Folder 16: General Correspondence (1956)
    - Spot Checks and Technical Inspections of Engineer Equipment
    - Request for Policy; Programs, Problems, and Activities
    - Ability to Absorb Additional Workload (April 1956)
    - Engineered Performance Time Standards Program (June 1956)
  - Folder 17: Public Information Activities (1954)
    - News and **photos** released to Newspapers, Periodicals, Radio, TV, etc.
      - **Community related activities** (June 1954)
      - Invites organizations in the surrounding communities to visit the depot and hold meetings in the depot’s officers’ Club
      - Boy Scouts and Cub Scouts, Anniston Kiwanis Club
- Folders 18-20: Reports of Army Medical Service Activities (1954-58)
- Folder 21: Brochure on M48 Series Tank (1955-56)
  - Shipped from Chrysler Tank Plant, Newark, Delaware (Feb 1955)
- Folder 22: Brochure on Canvas and Leather Shop Facilities (1956)
  - Includes Production Schedule, Manpower, and **Photographs**
  - Uses borrowed employees
  - Copies of **Photos**: Exhibit 5 (29 photos)
    - Includes **women** sewing

- Folder 23: Command Report Final (1954)
  - Mentions types of **entertainment** at the post
- Folder 24: Distribution Area Supply Conference (1953)
  - Includes minutes of the conference, problems relating to ordnance supply, and letters to the representatives of all Ordnance Stock Control Points and Office
- Folder 25: Minutes of Conference on Unit Pack Training (1953)
- Folder 26: Distribution Area Supply Conference (1954) – Letters to Representatives

➤ **Box 2:**

- Folders 1-3:
  - Facilities Control Files (1944-45)
  - 2 Final Project Ownership Maps
  - Minutes of Conferences (1956-1958)
- Folders 4-10:
  - Facilities Control Files 1950-1953
  - Installation, shipping, layouts
  - (Folder 4) Dispatching and Routing of Materials Handling Equipment, Management Analysis Branch (1950-1)
    - “There is little control over materials after they have left the buildings, and frequently get lost.” (27 Sept 1950)
  - (Folder 7) **Photographs** of Warehouse 104
    - 9 **photos**; includes **women** working
  - (Folder 9) Layout Model Shop for M-46 Power Train Rebuild (1951-2)
    - Envelope with 4 **photos** (Feb 1953)
      - Shows machine and **men working** (includes African American worker)

➤ **Box 3:**

- Facilities Control Files (1950-1956)
  - Lists of Buildings and Facilities, Reservation Maps, Site Plans, Inventory
  - Folder 4:
    - Letter to Mayor of Anniston including statistics and facts (Sept 1955)
  - Folder 6:
    - Siting of Yurt Igloos (Jan 1955)

➤ **Box 4:**

- Facilities Control Files (1951-1961)
  - Minutes of Meeting, Progress Reports
  - Fences, Leases, Requests for Land
  - Layouts and Site Plans
  - Folder 6:
    - Relayout of General Equipment Shop, Bldg. 108 (53-54)
    - **Copy of Photo** (1952)
  - Folder 9:
    - Lease for Agricultural or Grazing Purposes on Coosa River Ordnance Plant Military Reservation
      - Made between Plant and Anthony Studdard (individual)

➤ **Box 5:**

- Manuals (1955-1957)
  - Folder 1: Supply Manual (General Supplies) 1956

- Folders 2-4: Organizational Manuals (Record Set) 1956-7
  - Folder 5: Anniston Ordnance Depot Supply Manual (Record Set) 1957
- **Box 6:**
- Organization Manuals (1958-1960)
  - Folders 1-4:
    - Organization Manual (1958)
    - Supply Manual (1960)
- **Box 7:**
- Manuals (1961-1963)
  - Folders 1-3:
    - Organizational Manuals
- **Box 8:**
- Operating Files – Newspapers (1956-1964)
  - Folders 1-4:
    - Operating Program Briefing Files
    - Organizational Manuals (1964-66)
  - Folders 5-7:
    - Planning and Construction
    - Emergency/Mobilization Plans
  - Folder 8:
    - Newspapers (1956)
    - Employee Information Letter (1956)
      - Story of “Sick Leave” (9 February 1956)
      - Information on uniforms of Guards, Firefighters, and Nurses; uniforms are tax free (15 April 1956)
- **Box 9:**
- Operations Planning Files, Supplies, Maintenance, Depot Missions, Organization, Disposition, Mission Activities, Progress Reports
  - Folder 1:
    - Missions, Ordnance Corps (1955)
    - Extract from “Ordnance” Magazine (May-June 1954)
      - “The Ordnance Mission Today” provides a great overview of the mission after World War II
  - Folders 4-5:
    - **1954-55 “A Report of Service to the Anniston Ordnance Depot, Anniston, Alabama”**
      - Contract statistician (Harold E. Klontz, Ph.D. Professor of Business Statistics, Alabama Polytechnic Institute) employed to analyze and improve service
- **Box 10:**
- Organization Planning Files – Program Analysis Reports to Regulations (1954-1964)
  - Folder 7:
    - Management Improvement Program Report (1955)
      - **2 Photos:** Ammunition storage in igloos
  - Folders 8-10:
    - Depot Regulations (1954)
      - Prohibited Activities and Articles – fishing

- Housing regulations – pets (female dogs not allowed to run around while in heat)
- **Box 11:**
- Regulations and Standing Operating Procedures (1953-1965)
  - Accidents involving ammunition (regulations)
- **Box 12-16:**
- Standard Operating Procedures (1954-1964)
- **Box 17:**
- Standard Operating Procedures (1964-1965) and Still Picture Files (1953-1955)
  - Folder 5:
    - Still Picture Files (1953) Dock Cranes, Delta Shipyard, New Orleans, LA
    - **6 photos** of 35, 45, and 50 ton cranes (from report of visit to shipyard)
  - Folder 6:
    - Still Picture Files (1954-1955) Coordinate Planning for G5 Building Program
    - **1 photo** of men working with conveyors
    - Drawings and blueprints
  - Folder 7:
    - Still Picture Files (1952-1953) Layout MIS of Engine and Power Train Assemblies; Bldg. 127
    - **19 photos** – men working, machines and parts (with duplicates)
- **Box 18:**
- Still Picture Files and Training Operations Files (1954-1961)
  - Folder 1:
    - Still Picture Files (1954-1956) Water Target for Small Arms Function Firing, Project M-519
    - Received Augusta Arsenal's small arms mission after the mission closed (went to Augusta in 1944 to gather all data)
    - **11 photos** of old small arms shop (2), old function firing range (2), new small arms shop (7); Also features African American workers
    - Drawings and layouts
  - Folder 2:
    - Still Picture Files (1954-1955) Management Improvement Program Report
    - **4 photos** of Assembly Line, Building 362, Men working with conveyors
  - Folder 3:
    - Still Picture Files (1956) Trip Reports (1956)
    - Trip report on renovation team in Pakistan (11 July 1956)
      - Dispose of hazardous ammunition, set up renovation lines and operations, train troops in renovation of ammunition
      - **27 photos:** dumping of unserviceable ammunition at sea, fuze operation, 75MM shell operations, 155MM shell operations
        - **Pakistan workers** included
      - Visits to Pensacola, Pittsburgh, Raritan NJ, Rock Island, Savanna IL, Sunny Point, Tooele, Third Army (Fort McPherson, GA), Tuscaloosa, Washington DC
- **Box 19:**
- Standard Operating Procedures and Operating Program Progress Report Files (1955-1960)
  - Folder 2:

- Standing Operating Procedures (1953-1954)
  - Demilitarization, removal, detonation, burning,
- **Box 20:**
- Training Operations Files (1960-1963)
  - Folders 1-3:
    - Emergency Test and Exercise Files (1960-1963)



# ATLANTA ORDNANCE DEPOT (ATLANTA, GA)

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## *Brief History*

The Atlanta Ordnance Depot was established on February 2, 1942 in Atlanta, Georgia. Beginning in January of 1942, the Motor Transport area developed into a separate base, becoming the Atlanta Motor Base. Troops, personnel, and equipment were shipped from Fort McPherson, GA to begin operations at the base. Initially, the depot was conceived as a troop housing project and a Motor Repair Base. By February 26, 1942, the name was officially changed to Atlanta Quartermaster Motor Base (it took 11 name changes to become officially designated Atlanta Ordnance Depot in 1943). Unmistakably, the depot was focused on motors. The Atlanta Base Shop was a fifth echelon shop where engines were rebuilt on a mass production assembly line. This was a completely new concept and Atlanta was deemed the guinea pig. Atlanta built more than 1,100 engines by the end of August.

In July of 1942, the motor transport activities of the base were transferred from the Quartermaster Corps to the Ordnance Department. By October, Atlanta Ordnance Motor Base became the major motor transport installation of the United States. This was due to the fact that Candler Ordnance Motor Supply Depot became a division of the Atlanta Base. Consequently, the Command of Atlanta Base supervised the distribution of motor vehicle parts that supplied 40% of all the motor transport vehicles in the Army. Atlanta, at that time, was also directly responsible for the largest aggregation of motor parts, tools and equipment in the country, and perhaps in the entire world.

In the records, there is evidence of community-related activities, such as the Miss Atlanta Ordnance Depot contest. Racial and gender relations are documented in the investigation files regarding discrimination and sexuality. Atlanta also hosted a group of Italian Service Unit (ISU) soldiers as vehicle maintenance students at the depot, and their history is well-documented in the series. As for records pertaining to the aftermath of the war, there is not as much documentation.

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\*For more information, look at Box 5, Folder 7 of this installation for a more in-depth report on the early history of the Atlanta Ordnance Depot.

# ATLANTA ORDNANCE DEPOT (ATLANTA, GA)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1942-1947; Atlanta Ordnance Depot

**Boxes:** 1-5, LTA-S

**Entry:** 0010

➤ **Box 1:**

- General Orders, Circular Letters, Orders and Regulations, Memoranda (1942-1947)
- Inventory, **POWs**, Training, Personnel, Salaries, War Bonds and Loans
- Folder 4:
  - Organization of **Italian Service Units** (May 1944)
- Folder 6:
  - Circular Letters (1945) intra-agency reappointments, retention of federal employees, veterans' reemployment rights
- Folder 7:
  - Orders and Regulations (1945)
  - Civilian welfare fund, film, inventory data, bulletin, bakers and cooks schools, safeguarding classified documents, army emergency relief loans, civilian war bond report , embargo
- Folder 8:
  - Administrative Memoranda (1945)
  - Reorganization of branches, sections, and divisions
- Folder 9:
  - Un-numbered Memoranda (1945)
  - Transportation facilities from Atlanta to Conley (November 1945)
  - Military correspondence training for women (November 1945)
  - **Miss Atlanta Ordnance Depot** (November 1945)
  - Practice at Henry Grady Gym for all girls who are interested in playing **basketball** (October 1945)
  - Establishment of 40-hour week (previously 48) (August 1945)
  - Change to 44-hour work week survey (July 1945)
  - Federal Employees Pay Act of 1945 (July 1945)
  - Defrauding of casualties' families (June 1945)
  - Rationing of tobacco at all military sales outlets (June 1945)
  - Free Tuberculosis Examination (May 1945)
    - males and females examined on separate days
  - Showing of films divided into separate showings for white and colored employees (April 1945)
  - Special Prayer Period for President FDR (April 1945)
  - **Coca-Cola** Machines (March 1945)
    - Shortage of Coca Colas, employees not returning bottles, have to drink in vicinity of machine
  - Mass **resignation of colored personnel** employed in the Service Club Cafeteria (5 March 1945)
    - Impending change in working schedule
    - Qualified **German POWs** selected for kitchen and dining room duties
  - March of Dimes contribution (22 February 1945)

- Drinking intoxicating liquor while on duty violation (21 Feb 1945)
- Contact with **POW Camp** (19 February 1945)
- Reemployment of Returning Veterans from Military Furlough (15 Feb 1945)
- Prisoners of War Labor Details (15 Feb 1945)
  - **German POWs** arriving (12 Jan 1945)
- Champion Pocket Billiard Player to Show Here (3 Feb 1945)
  - Erwin Randolph
- Civilian Morale Program (1 Feb 1945)
  - Appoint two males and two females as representatives for recreational activities
- Folder 10:
  - Training Memoranda (October 1946 – May 1947)
  - Training Memorandum: Supplementary Education and Training of Officers (Oct 1946)
- Folder 11:
  - Personnel Memoranda (September – October 1946)
  - Tardiness, absence, sick leave
- Folder 12:
  - Fiscal Memoranda (March 1946)
  - Excess overtime, bulletin, payroll
- Folder 14:
  - Memoranda (January-October 1944)
  - Deferment of Pre-Pearl Harbor Fathers (10 Jan 1944)
  - Ladies' Club of Atlanta Ordnance Depot monthly meeting (10 Jan 1944)
    - Admittance into depot restrictions (29 May 1944)
  - Voting by Personnel of Armed Forces (5 July 1944) absentee ballots
  - Contagious disease – trench mouth (1 Sept 1944)
- Folder 15:
  - Un-numbered Memoranda (January – December 1944)
  - Civilian Personnel Inspection, Food Service, Religious Services (Catholic), Wills, Morale Program, Immunization and Blood types, Films, Military Courtesy
  - Missing Rifle (February 1944)
  - Establishing Personal Affairs Division (4 March 1944)
  - Purchase of tax free cigarettes by civilians (9 May 1944)
    - Includes ID card (6 Nov 1944)
  - Opening of Post Exchange (5 Dec 1944)
  - **Football Game**, 2<sup>nd</sup> Air Force Super Bombers vs. 3<sup>rd</sup> Air Force Gremlins, Proceeds for army charities (8 December 1944)
    - Grant stadium (now Bobby Dodd Stadium)
- Folder 16:
  - Un-numbered Memoranda (September 1945 – May 1946)
  - Conservation of Coal (8 May 1946)
  - Weekly Information Bulletin (7 March 1946)
    - “USO Camp Show #249 Entitled “Hello Joe” (all negro entertainers)....everyone is welcome!”
  - Correspondence Council (17 October 1945)
    - All female employees

- Annual General Inspection (25 September 1945)
- **Box 2:**
  - Memoranda (1945-1947)
  - Folder 1:
    - Un-Numbered Memoranda (January-October 1947)
    - Civilian Training, Physical Examinations, Recurring Reports, Telephone Bills and Equipment, Maintenance, Merchandise Control Bulletin, Mess Hall Inspection
  - Folder 2:
    - Un-Numbered Memoranda (January-December 1946)
    - Motor vehicle accidents, transportation, civilian welfare fund council, conservation, rationing, shortages, retreat parade, service calls
    - Opening of new cafeteria (1 July 1946)
      - “Facilities have been provided for both **white and colored**. There are (3) entrances to this building...” two for white, one for colored
    - National Service Life Insurance (4 Sept 1946)
    - Community Chest Drive (4 Sept 1946)
    - Basic Pay Rates (1 July 1946)
    - Job Relation Conferences (31 Dec 1946)
      - Relations between officers in charge and their civilian supervisors
    - Efficiency Index (25 Sept 1946)
    - Education of Veterans Under the Amended GI Bill of Rights (19 August 1946)
    - General Information – Military Personnel and Dependents of Military Personnel, Veterans and Dependents of Veterans’ Stationed at or Employed within this Installation (12 August 1946)
    - Share-the-Ride Program (9 August 1946)
    - Female Guests of Enlisted Men (19 July 1946)
  - Folder 3:
    - Information and Instructions (February-November 1946)
    - March of Dimes, Clearance procedure for Officers, Injury Report Forms, Pay Rate Notice, American Red Cross Drive, Training Program, Instructions for Officer of the Day, Status of Prisoners, Efficiency Index
  - Folder 4:
    - Training Memoranda (October 1944-June 1945)
    - Unauthorized literature on grenades, concurrent basic military training, training courses, orientation, range firing
  - Folder 5:
    - Administrative Memoranda (April-May 1945)
    - Schedule of Film, white and colored employees (13 April 1945)
    - Classes, special prayer period for FDR, break periods, duty hours, war bonds, films, handling of classified material, war loan drive, absenteeism, tobacco products
    - Establishment of Skills File (13 April 1945)
    - Employment with UNRRA (United Nations Relief and Rehabilitation Administration) (20 April 1945)
      - Handling of displaced persons in Europe, care of refugee centers in Germany
  - Folder 6:
    - Small Arms Firing Memoranda (January-June 1945)

- Firing on the ASF depot by auxiliary military police of Atlanta
  - Includes time of firing, weapon, officer in charge of firing, courses
- Folder 7:
  - Safety Department Memoranda (1944)
  - Council and board meetings, depot safety council
- Folder 9:
  - Personnel Memoranda (October 1945-March 1946)
  - Reemployment of Veterans (23 November 1945)
  - **Employee Grievance Procedure** (4 Dec 1945)
  - Civilian Personnel Branch (26 Dec 1945)
    - 3 women and 1 man
- Folder 10:
  - Training Memoranda (January – October 1945)
  - Duty hours, Volunteer Statement of officers desiring to continue on active duty, range firing and courses, films (segregation), concurrent basic military training, orientation
  - Malaria Control Training (10 March 1945)

➤ **Box 3:**

- Daily Activity Reports (1943-1944)
- Rations and Billeting, Publications, Small Arms, Motor Pool, Headquarters Detachment, Inspector's Division, Tire Repairer Course, Chassis Dept., Officers' Lab, Motorcycle Dept., Engine Dept, Tractor Dept, Italian Service Units
- Includes charts of numbers of enlisted men at the depot
- Folder 1:
  - Observing instruction of Italian soldiers in small arms branch (3 May 1944)
  - Signs and charts made in Italian for the soldiers to translate (8 May 1844)
  - Instruction of **Italian POWs** (63) on small arms (11 May 1944)
  - Need for interpreters
- Folder 2:
  - Received small arms parts from Augusta Arsenal (10 April 1944)
- Folder 3:
  - Need for use of prisoner labor at motor pool (10 March 1944)
  - Small arms section: inspects, cleans, delivers, and issues guns
  - Motor Pool: dispatches, inspects, adjusts, tests, repairs vehicles
  - Pvt. Floyd B. Rippen returned after 65 days of being AWOL and placed in confinement in Depot Guard House awaiting trial by Courts Martial (28 March 1944)
- Folder 4:
  - Shoes received and taken to Fort McPherson for shoe repairs (1 Feb 44)

➤ **Box 4:**

- Daily Activity Reports (1942-1947)
- Folder 2:
  - Information on the Italian students (August 1944)
- Folder 3:
  - Ladies room built in a building (17 July 1944)
- Folder 4:
  - Cameraman working on “**moving picture history of ISU in Unit Training**” (20 June 1944)

- Students of Motorcycle Dept. going to see showing of film about Malaria Control, except Italian students (21 June 1944)
- New route for officers in the northern part of Georgia “because of its cooler climate and because it takes them away from the malaria infested sections of Georgia.” (24 June 1944)

➤ **Box 5 :**

- Alert Files, Racial Discrimination Files (1940-1945)
- Folder 1:
  - Telegrams (October 1942)
  - Second Battalion departure to Camp Butner, NC
- Folder 2:
  - Investigation Files (1943-1944)
  - Cases involving **sexuality**
- Folder 3:
  - 149<sup>th</sup> Ordnance Motor Vehicle Assembly Co. Alerted (January 1943)
  - Personnel and equipment shipped to New York Port of Embarkation or Fort Dix, NJ
    - Transcripts of conversations
    - Lists of necessary items (clothing, weapons, canteens, etc.)
    - List of Communicable Diseases at Atlanta Ordnance Depot sent to New Jersey
      - Common Diarrhea, Gonorrhea, Syphilis, Influenza, Mumps...but not in epidemic form
- Folder 4:
  - Co. C, 128<sup>th</sup> Ordnance Regiment Alerted (February 1943)
  - Unit permanently transferred to new port
  - List of all clothing, equipment, supplies, and ammunition needed
  - Attached Medical and Chaplains
  - Chemical land mines, vehicles smoke generator, gas-proof curtains
- Folder 5:
  - Administrative Memoranda (1945)
  - Transfer of branches, Depot Integrating Committee, Depot Organization changes, Deactivation of Photographic Facilities,
  - Reduction in use of signal communication services (17 Oct 1945)
    - “Since the capitulation of Japan, the reduction of expenses for signal communications...at the Atlanta Ordnance Depot approximates only thirty percent.”
- Folder 6:
  - Post Regulations (December 1942)
  - Publication (December 1)
    - Visitors, vehicles, uniforms, fire procedure, air raids, etc .
- Folder 7:
  - History of **Italian POW Service Units** (1944)
    - Began March 7, 1944
    - Details entire beginning of program
    - Two heavy automotive maintenances companies, eight medium automotive maintenances companies (p. 2)

- Need for Italian Interpreters' Section (p. 5)
- Arrival of POW's (p. 35)
- Training program, courses pp. 10-14)
- Folder 8:
  - Priority Messages, Personnel (October 1942-June 1944)
  - Radiograms from Atlanta Motor Base and Atlanta Ordnance Depot Message Forms concerning departure and return of men, equipment, shipments; promotion of officer
  - Message sent in secret code (13 June 1944)
- Folder 9:
  - Yearly Activity Report (February 1943)
  - Booklet, detailing some of the history of the Depot:
    - "One year ago today, Atlanta Ordnance Depot was born. Rolling red clay fields that once blossomed white with cotton are dotted now with unending rows of tents, barracks, shops, and warehouses. The once peaceful countryside echoes to the measured tramp of marching feet..." (2 February 1943)
    - Includes prints of **photographs** (45)
    - Began in January 1942 and called "Atlanta Motor Base"
    - Created one big section to be its own base, Motor Transport (p. 7)
    - Shipped troops, personnel, equipment from Fort McPherson and conceived originally as a troop housing project and Motor Repair Base (pp. 7-8)
    - **Photos of women (p. 36 and 37)**
      - Supply warehouses, working IBM machine, learning packing procedure
      - Men and women beneath flag (p. 40)
    - Drawing of name change (p. 39)
    - Section on Military Training (p. 41)
  - Folder 10:
    - **Racial Discrimination** Reports and Interviews (1940-1943)
    - Interviews with 15 employees on issues of racial discrimination, conducted by Colonel Craigin (12 February 1943)
      - Stems from letter from **Atlanta Urban League** concerning complaints of African American workers at the Atlanta Ordnance Depot
      - Complaints mainly concern the dissatisfaction with being paid less for the same job as whites or not being promoted or not given the same qualification tests as whites

# AUGUSTA ARSENAL (AUGUSTA, GA)

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## *Brief History*

The Augusta Arsenal was established in Augusta, Georgia in 1816 as a fortification that was useful during many wars. World War II brought about an increase in activity at the Arsenal. Primary functions of the Arsenal focused mainly on the supply and maintenance of weapons and ammunition. In 1955, the Augusta Arsenal was closed. A significant portion of the property was given to the Georgia Board of Education for what is now Augusta State University.

Many of the records relate to personnel issues – specifically salaries, absenteeism, and reductions in force toward the end of the war. Interaction with the community is also evidenced by a Character Chest Drive that benefited Boy Scouts, Girls Scouts, the Salvation Army, and several more organizations.



# AUGUSTA ARSENAL (AUGUSTA, GA)

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Arsenal Files, 1940-1953; Augusta Arsenal

**Boxes:** 1-2, LTA-S

**Entry:** 0012

➤ Box 1:

- **General Orders—Outgoing Memorandums**
- Folder 1:
  - General Orders (1940-1948)
  - Uniforms, Badges, Holidays, Regulations, Organization
  - Death of Lt. Hungerpillar (11 November 1943)
    - First civilian employee to make the “supreme sacrifice for his country” by sinking a Japanese destroyer
  - Good Conduct Medal (April-December 1944)
    - List of men
  - Official and only title is “Augusta Arsenal” not “Augusta Ordnance Depot” (3 April 1944)
  - Organization in detail (8 August 1945)
  - Announcement of FDR’s death (14 April 1945)
- Folder 2:
  - Field Service Orders (1946)
  - Ammunition Storage Space (11 January 1945)
    - Igloos and Magazines
  - Standard operating procedures, inspection, ammunition storage, materiel
  - Stock Status Reports on Parts, Supplies, Tools and Equipment (except ammunition) (21 January 1926)
- Folder 3:
  - General Circulars (1945)
    - Reporting improvements, **POWs**, Telephone calls
    - Position of “Civilian Chief” (27 June 1945)
- Folder 4:
  - SOP Circulars (1946)
    - Reporting motor vehicle accidents, safety, cost, inventory, veterans, shipments
    - Establishment of Vehicle Division (23 April 1946)
- Folder 5:
  - C.P. Circular (1947)
    - Civilian personnel circulars (commendation, disciplinary action, suspension, or removal)
    - Personnel Management (12 November 1947)
    - Revised salary and wage program of Augusta Arsenal (17 July 1947)
- Folder 6:
  - Augusta Arsenal Memos (1944)
    - Establish personnel records on all employees (as well as Veteran Preference) (16 September 1944)
    - Leave for **Wives of Military Personnel** (4 July 1944)

- Orientation, Materiel, Salvage material, Property
  - Conservation of Packing Materials (29 July 1944)
    - One of the greatest wastes at the Arsenal
  - Words of Praise from Detroit (14 July 1944)
  - Serious Breach of Security Regulations (30 June 1944)
  - Abuse of sick privilege (29 June 1944)
  - Western Union Telegraph Company establishes commercial telegraph service at this station (22 June 1944)
- Folder 7:
    - Interoffice Memos
      - Need for second shift at the IBM section (4 September 1943)
      - **Female employee becomes supervisor** of Local Rationing Board in Augusta, GA (7 October 1943)
      - Program of Accident Prevention Memo (18 October 1943)
      - Army Ordnance Report (22 December 1943)
        - Analysis of ordnance in America
        - Great **photos of posters** about Ordnance
      - Inspection of carbines from Fort Benning, GA (15 January 1944)
        - List of defects
  - Folder 8:
    - Interoffice Memos
      - Injured employees, visitors, job training for men and women, conservation, discipline, post regulations
      - Character Chest Drive (17 October 1942)
        - Helps Boy Scouts, Girl Scouts, Salvation Army, YWCA, YMCA
      - Transportation during Christmas, railroad and highways (1 December 1942)
  - Folder 9:
    - Incoming Memorandums for Fiscal Year 1947, Unnumbered
    - Personnel ceilings, production schedule, reductions in force
    - Voting in Primary Elections (15 July 1946)
      - Encourages employees to vote and get excused absence
    - War Surplus Property Sale (7 August 1946)
      - One week restricted to veterans
    - Federal Pay Act of 1946 (19 August 1946)
      - Passed and granted 14% increase in pay due to increased cost of living and other demands growing out of the war
    - Shipment to Atlanta Ordnance Depot and Camp Gordon of Vehicles (19 August 1946)
    - Free chest plate, X-ray, and blood test (4 October 1946)
      - In association with Georgia Department of Public Health
    - Employment Relations Council (11 October 1946)
      - Men and one woman
    - Examination announcement for open positions (November 1946)
      - Gives job descriptions
  - Folder 10:
    - Outgoing Memorandums, Fiscal Year 1947

- Transportation division, post property, storage
- **Box 2:**
  - Field Service Bulletins – Semi-Annual Physical Security Survey (1940-1953)
  - Folder 1:
    - Treasury Division, Field Service Bulletins (1945)
      - Domestic air shipments priorities (22 August 1944)
      - Increased demand for supplies in the continental US
    - Storage, Space, and Occupancy
  - Folder 2-5:
    - Semi-Annual Security Surveys (1954)
    - Lists security weaknesses and recommendations to eliminate or reduce deficiencies
    - (Folder 4) Photographs of the Arsenal (23)

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Arsenal Files, 1942-1955; Augusta Arsenal

**Boxes:** 1-17, LTA-S

**Entry:** 0011

- **Box 1:**
  - General Orders, Post Regulations, Standard Operating Procedures, “Salute Newsletter”
- **Box 2:**
  - “Salute Newsletter”, Memos to Chiefs of Division, Interoffice Memos
- **Box 3:**
  - Interoffice Memos, Unnumbered Memos, Numbered Memos, Memorandum, Weekly Directives
- **Box 4:**
  - Weekly Directives, Circulars, Civilian Personnel Circulars, Organization Manuals
- **Box 5:**
  - Technical Instructions, Air Raid Warning Plan, C.B.R. Plans, Miscellaneous Journal Items
- **Box 6:**
  - Miscellaneous Journal Items, Journals, Diaries
- **Box 7:**
  - Diaries
- **Box 8:**
  - Diaries, Historical Records of Ordnance Buildings (incl. 1827-1916)
- **Box 9:**
  - Historical Records of Ordnance Buildings, **Photographs**
- **Box 10:**
  - **Photographs**, Publicity – Army Week, Functional Chart – Public Relations, Miscellaneous Letters, History
- **Box 11:**
  - History, Permanent Documentary, History Notes, Historical Data
- **Box 12:**
  - Historical Data and Files, History of Augusta Arsenal Documentary, Historical Notes
- **Box 13:**
  - Historical Notes, Miscellaneous History
- **Box 14:**

- Charts and maps, Stork Club (Births), Medical Activities, Deaths and Burials, Field Service Orders, Copies of Old Documents, Visitors and Inspectors Documentary
- **Box 15:**
  - Notes on Staff Meetings, Newspaper Clippings
- **Box 16:**
  - Newspaper Clippings
- **Box 17:**
  - Spartanburn, S.C; Hyde Park, N.Y; Buffalo, N.Y; Red River Arsenal, Texarkana, TX Files

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Formerly Classified Correspondence Files, 1949-1955; Augusta Arsenal

**Boxes:** 1-2, LTA-S

- **Box 1:**
  - Folder 1:
    - Army Mobilization Plan IV
    - Deactivation of Augusta Arsenal (3 Feb 1955)
  - Folder 2:
    - Alternate Field Service Office (19 Jan 1953)
  - Folder 3:
    - Civil Service Commission
    - National Agency Check Request for clearance of Major John L. Townsend to handle classified documents (19 Aug 1953)
    - National Agency Check Request for clearance of Lt. Col Walter E. Freeman to handle classified documents (30 July 1953)
    - Request for Background investigation of 2<sup>nd</sup> Lt. Herald V. Echols to handle classified documents (10 Feb 1954)
    - Request for Background investigation of 2<sup>nd</sup> Lt. Bernard C. Wampler to handle classified documents (8 Jan 1954)
  - Folder 4:
    - Augusta Arsenal Operations Plan for the Defense of the Third Army Area (22 April 1953)
    - Mobilization planning
    - 3 Exhibits- organizational chart Augusta Arsenal, General Map Augusta Arsenal, Plot Plan and Utility Layout, Hungerpiller Area
  - Folder 5:
    - Complete Emergency Plan White, 1951
      - Also enclosed are Emergency Transportation Team, Emergency Maintenance Team, Emergency Supply Team, Troop Availability List, Status of Disaster Relief Teams
    - Chemical, Biological, and Radiological Plan (20 Aug 1953)
    - Air Raid Warning Plan (20 Aug 1953)
    - Directory and Station List of the U.S. Army (15 Dec 1954)
  - Folder 6:
    - Housing Conditions, 1953-54
    - Military Housing Requirements, Problems related to rent and migration in Augusta Arsenal (4 Feb 1953)
  - Folder 7:

- Implementation of MDA programs for **Pakistan and Iraq**, 1954
- Folder 8:
  - Mail and Document Register, 1944
- Folder 9:
  - Mail and Document Register, 1949-50
- Folder 10:
  - Mail and Document Register, 1951
- Folder 11:
  - Mail and Document Register, 1952
- Folder 12:
  - Mail and Document Register, 1953
- Folder 13:
  - Mail and Document Register, 1954
- Folder 14:
  - Mail and Document Register, 1955
- Folder 15:
  - Joint Army Navy Plan, 1954
  - Changes and instructions (30 Nov 1954), list of effective pages, record of corrections
  - Routing indicator, domestic routing guide, overseas routing guide
  - Joint Routing indicator book: Supplementary Domestic Routing (25 Oct 1948)
  - Joint Routing Indicator Book: Supplementary Overseas Routing (25 Oct 1948)
- Folder 16:
  - Logistics, Policies, and Priorities, 1954
  - Distribution Policies
- Folder 17:
  - Master Planning for Emergency Expansion (5 May 1953)
  - Maps and mobilization plans

➤ **Box 2:**

- Priority of MDAP Shipments to NGRC (15 Nov 1954)
- Materials available at Augusta (26 Feb 1953), Supply Distribution List for Indo-China MDAP (8 Jan 1953)
- Messages Received by Augusta, 1955
- Misconduct of former **Prisoners of War**, 2 Feb 1954
- Augusta Arsenal Mobilization Plan, 1951-52
- Mobilization Plan, 1954
- Mobilization Planning at Ordnance Corps Activities
  - Transfer Certificate of the Augusta Arsenal Operations Plan for Implementation of the Third Army Plan for Defense of the Third Army Area to Fort McPherson, Camp Gordon, and Department of the Army (22 April 1953)
- NIKE Financial Property Accounting Price List, 1954
  - List of Financial Property Accounting Conditions and Standard Unit Prices for Major Items and Major Combinations for the Nike Guided Missile System
- Observance of Canadian Laws, 1954
  - Laws and security regulations for those travelling or operating in the Northwest Territories
- Officer Manning Levels, 1954-55

- Policy Pertaining to Officers and Enlisted Personnel upon Release from Active Duty who Possess Highly Classified Atomic Energy Information, 1954
  - Stenafax Duplicating Machine no longer used for the reproduction of classified information (23 June 1954)
- Operation “Top Speed”, 1954
  - In the event of hostilities with Korea, the Army will initiate operation “Top Speed” and each ordnance effected will “utilize all available means in expediting requisitions stamped “Top Speed”, and top priority in supply action”; Augusta included (23 Sept 1954)
- Procedures for Handling Cases of Alleged Perversion (Civilian Employees), revision of this policy (17 Feb 1953)
- Quota for CBR Course
  - Discontinuance of the Chemical, Biological, and Radiological specialists at ordnances, schools, units, posts, camps, and stations; each commander will now be responsible for CBR warfare training (1 May 1954)
- Railway Track Facilities, 21 Jan 1954
- Report on Internal Audit of Inventory Control Systems of Augusta Arsenal, 18 Dec 1953
- Safeguarding Classified Information (15 Dec 1953)
- Security Classification of 280mm Material (15 April 1953)
- Security Clearances, 1954
  - Revocation of Clearance on individuals (13 Sept 1954)
- Security Survey of the Augusta Arsenal, 31 May 1951
- Industrial Survey of the Augusta Arsenal 4 Sept 1952 and Security Survey 31 Jan 1952
- Shipment Instructions, 1 Nov 1954
- Standing Operating Procedures for Intelligence, 6 Oct 1952
- Third Army Plan for Control of Electromagnetic Radiation, 1954
- US Army Safety Program
- Visit of Foreign Nationals, 1954
  - Procedures, requirements, and policies



# BIRMINGHAM ORDNANCE DISTRICT

## (BIRMINGHAM, AL)

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### ***Brief History***

The Birmingham Ordnance District (BOD) was first established as a sub-district of the Cincinnati Ordnance District in March 1918. After WWI, in an effort to decentralize the Ordnance Department, the Birmingham Ordnance District was separated from Cincinnati in August 1923. In 1924 the office was established and the BOD became responsible for the states of Florida, Georgia, Alabama, Mississippi, and Louisiana. It split into two sub-offices in Atlanta and New Orleans during the procurement period, but they melded back into the central office by 1943. The south did not participate in large-scale manufacturing during WWI, so the early years of the BOD were focused on development in order to mobilize for a war emergency. While their territory did not contain large-scale infrastructure development, it was ripe with ample amounts of raw materials – coal, iron ore, and limestone – for the production of munitions. The BOD contracted private companies to begin war munitions production, and by the declaration of war in 1941, the factories were well prepared for Industrial War Mobilization. The BOD produced 75% of the munitions in the Southeast, mostly shells. They also produced bombs, fuses, grenades, primers, and small arms. In 1942 a combat vehicle production division was created. By early 1944 the BOD reached its peak of production, and later that same year it began a steady downsizing that continued through the end of the war. On VJ Day, August 14, 1945, termination contracts were sent to all of the companies contracted by the BOD, and the Industrial War Mobilization effort was over. The Birmingham Ordnance District then transitioned into preparation for long-term storage of government equipment, and they also began research and development on government projects, such as guided missiles and chemical bombs. The BOD was involved in Industrial Mobilization Planning for the growing threat in Korea, but the records do not indicate the extent of their involvement.

The Birmingham Ordnance District made strong efforts to employ women throughout the war. They set a minimum of 60% female employment for the district, but the actual percentage tended to be much higher. The BOD also negotiated labor disputes involving wages/hours, contractual agreements, and built a base for manufacturing in the southeast. The records also indicate that the legal division of the BOD was often understaffed and overworked. The negotiations surrounding contracts proved to be a burden to the BOD long after the war was over. The legal division was also burdened by contracted companies who were suspected of fraud, and they were constantly renegotiating and terminating these contracts to protect the interests of the government.

# BIRMINGHAM ORDNANCE DISTRICT

## (BIRMINGHAM, AL)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Awards Board Files, 1942-1946; Birmingham Ordnance District

**Boxes:** M1-M9, LGA-R

**Entry:** 1619

All boxes contain Award Board minutes, proposals, intra-office memorandums, negotiations, decisions, time frames of production, and detailed costs for manufacturing ordnance items such as chemical bombs, tank castings, transport vehicles, grenades, shells, lenses for binoculars, glasses, parachutes, tires, rubber, and paint.

➤ **Box M1, March 1942- May 1943:**

- Inspections of potential companies
- Contracts with private companies to manufacture war items
- Production order forms
- Interdistrict communications in order to solve common problems (24 Feb 1943)
- Bid lists and ratings of Ammunition Branches

➤ **Box M2, June 1943- October 1943**

- War Department memorandums about specifications, what to produce, and time frame of production

➤ **Box M3, November 1943- April 1944**

- Records of telephone conversations between govt. and contracted compaines
- Contracts of business agreements, amendments and changes to these contracts
- Contract cancellations
- Specifications for production of certain items

➤ **Box M4, May 1944- November 1944**

- Redetermination of contracts
- **7 photographs** explaining the process of installing steel supports on 15 passenger coaches, Sept 1944
- Instructions for preparing equipment for long-term storage

➤ **Box M5, December 1944- March 1945**

- Redetermination of contracts
- Reports of government owned equipment
  - Conditions, what is owned by the government, and what will be bought back by the Birmingham Ordnance District by June 1945
  - Machine records
- Inner district price comparisons for renegotiations
- Preparation for extended period storage/salvage/disposal

➤ **Box M6, April 1945- May 1945**

- Preparation for extended period storage/salvage/disposal of government equipment; government pays for a portion of this cost
- Redetermination of contracts
- Continuation of contracts
- Pre-Termination agreements and requirements

- Production summaries
  - Settlement proposals
  - Floor plans of contractors plant
- **Box M7, June 1945- July 10, 1945**
- Preparation for extended period storage/salvage/disposal of government equipment
    - detailed procedures of preparation for storage on every government owned item
  - Shipping orders for government equipment bought back by Birmingham Ordnance District
  - Redetermination of contracts
- **Box M8, July 11, 1945- September 15, 1945**
- List of the companies whose work will carry them into 1946
  - Preparation for extended period storage/salvage/disposal of
    - detailed procedures of preparation for storage on every government owned item
  - Redetermination of
  - No further regularly scheduled Award Board Meetings (28 Aug 1945)
- **Box M9, September 16, 1945- January 1946**
- Termination schedule negotiations
  - Preparation for extended period storage/salvage/disposal of government equipment
    - detailed procedures of preparation for storage on every government owned item
  - Redetermination of contracts
  - Contract terminations

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1942-1959; Birmingham Ordnance District

**Boxes:** 418-420, 35, 98 FRC-S

**Entry:** 0006

- **Box 418**
- Folder 1: Historical Program Files, (1949-1950)
    - Activity Reports: number of purchase actions of a contractor and receipts
  - Folder 2: Historical Program Files, (1949-1950)
    - Activity Reports/ Industrial mobilization planning: transfer of contracts from arsenals to the Ordnance District for administration
    - Ending contracts that they cannot afford/ do not see as necessary, requests for allocation of companies, production status of companies
    - Relations with contracting officers and possible contractors
  - Folder 3: Historical Program Files, (Jan 1950- April 1950)
    - Activity Reports/ Industrial Mobilization Planning
      - status of contracts, inspection reports
  - Folder 4: Research and Development Administration Files
    - Progress Report on Program for Allocation of Capacity in Industrial Facilities (Monthly 1949 and 1950)
  - Folder 5: Research and Development Administration Files
    - Status of Workload-Industrial Mobilization Planning Program (1949-1950)
  - Classified Directory for Research and Development Facilities (31 Oct 1949)
  - Georgia Institute of Technology Brochure (23 June 1950)
    - facilities and capabilities for research at Georgia Tech

- Folder 6: Research and Development Administrative Files, Correspondence 1949-1950
  - Research on using titanium and its alloys
  - Negotiations about listings in the Directory for Research and Development Facilities
  - Letters to the companies to whom the brochure was sent
  - Catalogue of Industrial, Agricultural, and Related Research Facilities in Florida (Published 1946, Revised 1948)
- Folder 7: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (A thru B)
    - Ordnance sends a list of needs, company lists its production areas, Ordnance decides which area the company will be involved in, and then company can accept or decline the Ordnance's choice for their plant
      - No specific projects, just compiling a list for Ordnance use in the future
      - Art-Tex Paint Company Brochures
- Folder 8: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (C thru D)
    - Correct Craft, Inc Brochure
- Folder 9: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (E thru G)
- Folder 10: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (H thru L)
- Folder 11: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (M thru O)
- Folder 12: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (P thru R)
    - Paul Prigg Air Drive Boats Brochure
- Folder 13: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (S)
    - Supreme, Inc Brochure
- Folder 14: Research and Development Administrative Files
  - Research and Development Brochure Correspondence (T thru Z)
  - Articles from Southern Regional Research Laboratory: "Stabilization of Cellulose Nitrate with Ammonia", "Acetylated Cotton: Highly Resistant to Rotting", "Service Test of Copper Treated Cotton Sandbags", "Weather Protective Treatments for Cotton Duck", "The Soil Burial Test for Rot-Proofed Cotton Fabrics", "The Role of Chemistry in Adapting Peanuts to New Uses"
- Folder 15: Research and Development Administrative Files
  - Research and Development Lists Sent in by Various Organizations (1949-1950)
- Folder 16: Research and Development Administrative Files
  - Phase I Study (1949-1950)
    - A Survey of Alternate High Volume Production Methods of Manufacturing 3.5" Rocket Motor Body
- Folder 17: Research and Development Administrative Files
  - Stand-by Facilities—1949
- Folder 18: Research and Development Administrative Files
  - Mobilization (1949-1950)

- In the event that mobilization occurs, the Ordnance District must have a Command Facility and they must make sure the companies they have just contracted can effectively mobilize
- Folder 19: General Orders, 1946
  - Board and Committee Assignments
  - District Chief Appointed
  - Officer Positions Appointed
- Folder 20: History of the Personnel Branch, 1946
  - Reduction in Force Planning
- Folder 21: Report of District Activities, 1948-1949
  - Industrial Mobilization Planning
  - Training For Ordnance Reserve Officers

➤ **Box 419**

- **Detailed history of the Birmingham Ordnance District from 1923 until 1945.** Each book gives a detailed record of the Ordnance District—reports on each division, the status of contracts (termination, initiated, suspended, continuation), the status of ammunition, small arms, artillery, tank and automotive production, machine tool transfers, and a general report on the labor, personnel, and public relations of the Ordnance District; CONTINUES INTO BOX 420
- History of the Birmingham Ordnance District, August 1923- December 1942
  - The BOD was originally a sub-district of the Cincinnati District in March 1918, but after WWI Birmingham was split into its own district (August 1923)
    - artillery ammunition center
    - Life Magazine Article about Birmingham Steel Oct 1942
  - 1924 the office was set up—embrace Florida, Georgia, Alabama, Mississippi, and Louisiana
  - Contracted Private Companies to do Government Munitions Production
  - Mobilization Plan of the Birmingham Ordnance District
  - Survey industry and resources to determine the districts capacity for the production of material
  - Shells were the most abundant war item to come out of the Birmingham Ordnance District
  - Artillery-- list of the types and contracts of companies producing
  - Small Arms—list of the types and contracts of companies producing
  - Tank and Automotive—started in Sept. 1942
    - Lists of contracts
  - Research and Development
    - Cast Iron Shell Bodies
    - Practice Hand Grenades
    - Casting Centrifugally and Vertically Tubes for the 75MM M1A1 Pack Howitzer—most outstanding research
    - Experimental Ventilating Equipment for Medium Tanks
  - Small War Plants
  - Power and Fuel
    - Prevent fuel shortages and thus delay in government contractors manufacturing

- Plant Protection and Safety
- Machine Tools
- Scrap Control
- Organization Diagram of the Birmingham Ordnance District
- General Orders
  - Organization of the BOD
  - Decentralization into Sub-Offices—New Orleans and Atlanta, 1942
- History of the Legal Division of the Birmingham Ordnance District, 1941-1943
  - Duties
    - Contracts
    - Reports on Tax Amortization Applications
    - Legal Opinions and Legal References
  - Each Quarter of each year the organization and the problems are discussed
  - Information for Contractors
  - Status of Contracts, Leases, Supplements, and Change Orders
    - Detailed list of companies and their contractual agreements
  - Tabulation of Contractual Documents
- History of the Birmingham Ordnance District, January-March 1943
  - Contracts were started and terminated based on need or poor performance
  - The Flaming Bomb Club was reorganized as an employee social organization
  - Public Relations
    - The B.O.D has taken every opportunity to bring the public the story of the B.O.D—and what is does and its effectiveness
  - Little to no **labor** problems
  - Contract Negotiation and Cancellation Procedures
  - Time Sheet Examples for Employees
  - Reports on the Production of shells, bombs, small arms, fuzes, boosters, etc. as well as Active Contracts
  - Quality control and levels went under criticism
  - Sub-Office Report
- History of the Birmingham Ordnance District, April-June 1943
  - Major problems in conservation and maximum use of manpower\
  - **Women in 1943 are up in numbers** at the ordnance
    - Had a goal of 60% and they have exceeded this with 61.17% in the field and 70% as office personnel
  - Discussion of the problems of adjusting prices and making sure that businesses are not benefiting and making excessive profits on the war time boom
  - Very few labor problems
  - List of Awards made
  - Contract Termination
  - The two sub-districts were abolished in June 1943
  - Civilian Personnel Handbook attached
  - The Power and Fuel Division was dissolved in 1943
  - American Mechanist pamphlet about Shell Made in Small Shop
- History of the Birmingham Ordnance, July-September 1943
  - The War Department Manual for Renegotiation was published

- Newspaper ran an exclusive section about Ordnance and Industry that brought public support and knowledge
- Strike in July 1943 at Kilby Steel Company, but it was ended before the Ordnance was called to intervene
- **Above 60% employment of women**
- Research about “Commercial Use Possibilities in the Steel Industry For an Aluminum-Silicon Alloy Produced from Non-Strategic Raw Materials”
- History of the Birmingham Ordnance District, October-December 1943
  - **Labor strikes** in December 1943
  - Detailed chart of Active Contracts and their monthly production
- History of the Birmingham Ordnance District, January-March 1944
  - Running the best it has ever operated in its years of service
  - Detailed chart of Active Contracts and their monthly production
  - Strike at the Sloss-Sheffield Steel and Iron Company
  - **Strike at the American Cast Iron Pipe Company**
  - Contract Termination Authorizations
- History of the Birmingham Ordnance District, April-June 1944
  - Detailed chart of Active Contracts and their monthly production
  - Companies were assisted with manpower problems and wage problems,
    - the Ordnance negotiated and most men were back to work within 24 hours
  - List of contract continuations
  - Terminated contracts and negotiations
  - Increase in field personnel
  - Standardized Inspection Handbook
  - Shell production was increased
- History of the Birmingham Ordnance District, July-September 1944
  - War Production during this quarter fell way behind schedule
    - Several factors: lethargy of workers, flight of workers to peace-time jobs, absenteeism, breakdown of morale, shortage of manpower, requirements of selective service
  - Set up a Special Planning Unit to plan and coordinate demobilization and reconversion planning
  - **labor problems** are contributing to production falling off schedule
  - List of terminated contracts
  - List of completed contracts
  - Review of production control, efficiency, completeness
  - Detailed chart of Active Contracts and their monthly production
- History of the Birmingham Ordnance District, October-December 1944
  - War time production up, but efficiency down
  - Detailed chart of Active Contracts and their monthly production

➤ **Box 420**

- History of the Birmingham Ordnance District, January-March 1945
  - Detailed chart of Active Contracts and their monthly production
  - Speeding up production and more contract awards made
  - Several strikes, but all negotiated very quickly
  - Production Achievement Score back up to 76%
- History of the Birmingham Ordnance District, April-June 1945

- Because of VE day, all production became focused on the Pacific Theatre
  - Lost a lot of manpower hours because of **strikes** in the district
  - Rising amount of contracts terminated because of VE Day
- History of the Birmingham Ordnance District, July-September 1945
  - On VJ Day (August 14), notices of termination were sent to all contractors
  - Established the Demobilization Planning Committee
  - Plant clearing schedules
  - Final numbers of production for the Birmingham Ordnance
- History of the Birmingham Ordnance District, October-December 1945
  - Contract termination and final negotiations
  - All contracts were settled by January 1946
- Folder 1: BOD Organization
  - Historical Background of the Ordnance District
  - Problems and Operations as of September 1935
  - List of Personnel, descriptions of jobs, and division of labor
- Folder 2: Procedure
  - Contract Termination Procedure (4 March 1944)
  - Manual of Supply Control Procedures for “S” Items
  - Legal Divisions
  - Procedure for Effecting Termination on VJ Day
    - Including procedure to dispose of contractor owned inventories and surplus property
    - Interdistrict relationships upon termination and settlement
    - Procedures for placing equipment in storage
    - Notice to inspectors of termination
    - Experimental program for simplifying termination procedures
    - Procedure for acquiring property for government account through terminated contracts
- Folder 3: Policy
  - Loss on Facilities
  - Pay for employees and severance pay on August 15-16, 1945
  - Contract Termination Negotiations
  - Direct Settlement of General Electric and General Motors
  - Experimental program for simplifying termination procedures
  - Contract Settlement Act signed by President July 1944
  - Authorization of Prime Contractors to Settle Termination Costs with Sub-Contractors
  - New Termination Article
  - Policy on Partial Termination Payments
  - Principles for Determination of Costs upon Termination of Government Fixed Price Supply Contracts
- Folder 4: Monthly Reports of Activities, 1941
  - Contract Procurement
  - Inspections
  - Personnel
  - All activity being performed monthly at the Birmingham Ordnance District
- Folder 5: Procurement Division Memorandums

- Index at the front of the folder with brief explanations of the memorandums from June 1941-January 1942
- Folder 6: Inspectors Memorandums
  - Numerical, alphabetical, and sectional indexes with brief explanations of 72 memorandums from March 1941-July 1942
- Folder 7: Monthly Report of Activities, 1942
  - General, Industrial Service, Personnel Field Service, Contract Data
- Folder 8: Monthly Report of Activities, 1943
  - General, Industrial Service, Personnel Field Service, Contract Data
  - Monthly Reports now marked as Restricted
- Folder 9: Monthly Report of Activities, 1944
  - Itinerary for the Inspection Trip of Lt. General Knudsen and Party (Feb 1943)
    - Map of Ordnance Establishments not administered by BOD
  - Narrative Report and Statistical Summary
- Folder 10: History of Contractors, as submitted December 1944
  - Table of Contents lists all the Contractors
  - Experience of the contractor is discussed
    - Southern States Equipment Corporation includes diagrams of production
- Folder 11: History of Contractors, as submitted August 1943
  - Table of Contents lists all the Contractors
  - Experience of the contractor is discussed
- Folder 13: History of Contractors, as submitted March 1945
  - Table of Contents lists all the Contractors
  - Experience of the contractor is discussed
- Folder 14: Historical Information on Lend-Lease Activities, 15 Feb 1945
  - Majority of the contracts were Defense Aid Contracts
  - Only problem was with the Dorsey Brothers Contract
- Folder 15: History of the Legal Division, 1941-1943
  - See book in Box 419
- Folder 16: Historical Records
  - Quarterly Historical Reports
  - Correspondence between Historical Officer and the contractors in order to compile quarterly historical reports until the termination date of 1 September 1945
    - At this time the historical reports will become semi-annual
  - These become the bound books in boxes 419-420
- Folder 17: Monthly Report of Activities, 1945
  - General and Statistical Summary

➤ **Box 35**

- Folder 1: Historical Program Files, 1949-1950
  - Monthly Activity Reports
    - status of contracts for inspection and administration
- Folder 2: Historical Program Files, June 1950- August 1950
  - Weekly Activity Reports
    - status of contracts for inspection and administration
- Folder 3: Historical Program Files, September 1950- December 1950
  - Weekly Activity Reports
    - status of contracts for inspection and administration

- Folder 4: Historical Program Files, January-June 1949
  - Report of District Activities
    - Industrial Mobilization Planning
      - Notified of approval of Tentative Allocations of Industrial Capacity in selected plants in the Ordnance district
- Folder 5: Installation and Facility Security, 1950
  - Companies, Ammunition Contractors cleared for classified contracts
  - Industrial Security Program Summary
  - Visits of Foreign Nationals to Industrial Plants
  - Clearance of Facilities
  - Establishment of Loyalty Security Hearing Boards
  - Intelligence Reports
  - Security Investigation of Personnel
  - Counterintelligence Investigative Agencies
  - Annual Renewal of Secrecy Agreement
- Folder 6: Industrial Mobilization and Procurement Planning Files, 1950
  - Combat Vehicle Program
    - Detroit Arsenal Combat Vehicle Allocation Planning
  - Outline of Phase I Planning Studies:
    - Obtain a planned peacetime program which will enable industry to expand and provide the Ordnance Department with essential material for M-Day
    - Look at what will facilitate and expedite manufacturing
    - Tank Program at Detroit Arsenal
- Folder 7: Industrial Mobilization and Procurement Planning Files, 1950
  - Engineering Studies on Production of T40, T42 and X209B2 JATOs
- Folder 8: Industrial Mobilization and Procurement Planning Files, 1949-1950
  - Industrial Mobilization Planning
    - Facilities, specifically Multi-Plant Suppliers
    - Production capabilities
    - Production assignments
    - Field Director Ammunition Plants Map
- Folder 9: Industrial Mobilization and Procurement Planning Files
  - Phase I Planning Studies
    - Industrial Mobilization Conference, 22 Sept. 1949
    - Notes on Industrial Mobilization Planning Studies
    - Outline of Phase I Planning Studies
    - Outline of Program of Planning Studies Covering Industrial Preparedness Measures, 17 Oct. 1947
    - Schematic Presentation of Results of Phase I Study
- Folder 10: Industrial Mobilization and Procurement Planning Files
  - Phase II Study- Sight, M74 and Sight, Front M26
    - Phase I Production Study
    - Scope of the Phase II Project
- Folder 11: HQ Third Army Misc. Correspondence, 1950
  - Ceremonies of retirement
- Folder 12: Reports, 1949-1950
  - Report of Contractor Hardship Cases

- Award of Restricted Contract
- Real Estate Requirements, Fiscal year 1951
- Folder 13: Unit Mobilization Plan, 1949-1950
  - Industrial Division Branch Mobilization Plans
  - Birmingham Ordnance District Unit Mobilization Plan
  - Training of Reserve Officers Assigned to Birmingham Ordnance District
- Folder 14: Report of Classified Contracts, 1949-1950
  - Monthly Reports of Companies that have classified contracts with the Birmingham Ordnance District
- Folder 15: Case of Emelle S. Smothers v. Southern Household Products Co., 1949-1950
  - Subpoena to produce documents in this case
  - No indication of fraud against the government
- Folder 16: Crimes, Offenses, and Domestic Subversive Activities, 1949-1950
  - Listing of Contractors, Firms, and Individuals suspended, disqualified, debarred, or ineligible under ASPR
  - Joint Army and Air Force Procurement Circular
- Folder 17: Plants- General Correspondence, 1949-1950
- Folder 18: Press Releases
  - Public Statement Concerning Foreign Policy or Military Policy, 12 December 1950
- Folder 19: Personnel- Miscellaneous
  - Policies on the use of civilian personnel
  - Procedure for handling cases of alleged perversion
  - Civilian personnel recruitment and new employment

➤ **Box 98**

- Fiscal, Purchasing, and Inspection Files, 1949-1950
- Folder 1: W.G. Avery Body Co., 1950
  - Supplemental Agreement
- Folder 2: W.G. Avery Body Co. Fiscal File, 1950
  - Partial Payment Records
  - General Correspondence Pertaining to Funds
- Folder 3: W.G. Avery Body Co., 1950
  - Acceptance of Contract
- Folder 4: Fontaine Truck Equipment Co., Inc. Inspection File, 1950
  - Settlement Agreement
  - Jurisdiction Transfer Acceptance
- Folder 5: Fontaine Truck Equipment Co., Inc., 1950
  - Settlement Agreement
  - Termination Settlement
- Folder 6: Robbins Tire & Rubber Co. Inc., Purchasing File, 1950
  - Signed copy of contract and bond
  - Original of all correspondence from contractor
  - Copies of all correspondence to contractor
- Folder 7: Robbins Tire & Rubber Co. Inc., Fiscal File 1950
  - Copy of Contract
  - Partial Payment Records
  - General correspondence pertaining to funds

- Folder 8: Robbins Tire & Rubber Co. Inc, Inspection File, 1950
  - Copy of Contract- necessary change orders and supplements
  - Correspondence with contractor and resident inspectors
  - Copies of Vendor's Shipping Documents
  - Shipping Instructions
- Folder 9: Robbins Tire & Rubber Company, 1950
  - Contract
- Folder 10: Robbins Tire & Rubber Company, 1950
  - Request for Routing
- Folder 11: W.G. Avery Body Co., Inspection File 1950
  - Copy of Contract
  - Copies of vendors shipping documents
- Folder 12: Fontaine Truck Equipment Co., Inc, Fiscal Folder, 1950
  - Payments of the Termination Settlement
- Folder 13: Fontaine Truck Equipment Co. Inc, Purchasing Folder, 1950
  - Copy of Contract
  - Copy of Termination Settlement
  - Purchasing Receipts
- Folder 14: Robbins Tire & Rubber Co. Inspection File, 1949
  - Copy of Contract
  - Correspondence with contractor and resident inspectors
  - Copies of shipping documents
  - Shipping Instructions
- Folder 15: W.G. Avery Body Co. Inc, Purchasing File, 1950
  - Contract Agreement
- Folder 16: W.G. Avery Body Co. Inc, Fiscal File, 1950
  - Copy of Contract
  - General Correspondence pertaining to Funds
- Folder 17: W.G. Avery Body Co. Inc, Inspection File, 1950
  - Correspondence with contractor and resident inspector
  - Copies of Vendor's shipping documents
- Folder 18: W.G. Avery Body Co. Inc.
  - Copy of contract
  - Purchasing Receipts
- Folder 19: W. G. Avery Body Co. Inc., Purchasing File, 1950
  - Copy of Contract
  - Change Orders and Supplements
  - Original of All Correspondence to contractor
  - Copies of all correspondence to contractor
- Folder 20: Fontaine Truck Equipment Co., 1949
  - Copy of Contract
- Folder 21: Fontaine Truck Equipment Co., Purchasing File, 1950
  - Change orders and supplements
  - Copies of written bid
  - Copy of notice of award
- Folder 22: Robbins Tire & Rubber Co., Fiscal File, 1949
  - Partial Payment Records
  - Sub-Allotment

- General Correspondence pertaining to funds
- Folder 23: Robbins Tire & Rubber Co., Purchasing File, 1949
  - Signed copy of contract
  - Copy of notice of award
- Folder 24: Fontaine Truck Equipment Co., 1949
  - Supplement number 2 to Contract
- Folder 25-26: Robbins Tire & Rubber Co., 1949
  - Contract
- Folder 27: Fontaine Truck Equipment Co. Inc, Inspection File, 1949
  - Copy of Contract
  - Copies of vendor's shipping documents
  - Shipping instructions
- Folder 28: Fontaine Truck Equipment Co. Inc, Fiscal File, 1949
  - Copy of Contract
  - General Correspondence pertaining to funds
- Folder 29: Board of Control, State of Florida, Purchasing File, 1949
  - Lease contract with University of Florida
  - All change orders and supplements
  - Original of all correspondence from contractor
  - Copies of all correspondence to contractor
- Folder 30: Dorsey Trailers, Inspection File, 1949
  - Maintenance Manual and Parts List for 12-Ton Semi Lowbed Trailer
  - Copy of Contract
- Folder 31: Board of Control, State of Florida, Purchasing File, 1949
  - Lease contract with University of Florida
- Folder 32-33: Dorsey Trailers, Purchasing File, 1949
  - Contract
  - Award Board Minutes
  - Original of all correspondence from contractor
  - Copies of all correspondence to contractor
- Folder 34: Fontaine Truck Equipment Co., Inc, Inspection File, 1949
  - Copy of Contract
  - Copies of vendor's shipping documents
  - Shipping instructions
- Folder 35: Fontaine Truck Equipment Co., Inc, Fiscal File, 1949
  - Copy of Contract
  - General correspondence pertaining to funds
- Folder 36: Board of Control, State of Florida, Purchasing File, 1949
  - Lease Contract
  - Change Orders
  - Original of all correspondence from contractor
  - Copies of all correspondence to contractor
- Folder 37: Board of Control, State of Florida, Fiscal File, 1949
  - Copy of Contract
  - Change orders and Supplements, affecting the dollar value of the contract
  - General correspondence pertaining to funds
- Folder 38: American Cast Iron & Pipe Co, Purchasing File, 1949
  - Copy of Contract

- Original of all correspondence from contractor
- Copies of all correspondence to contractor
- Folder 39: Higgins, Inc. Purchasing File, 1950
  - Copy of Contract
  - Original of all correspondence from contractor
  - Copies of all correspondence to contractor
  - RAD Order
- Folder 40: American Cast Iron & Pipe Co, Fiscal File, 1949
  - Copy of Contract
  - Schedule of Collections
- Folder 41: Higgins, Inc. Inspection File, 1950
  - Copy of Contract
  - Correspondence with Contractor and resident inspectors
  - Copies of Vendor's Shipping Documents
- Folder 42: Higgins, Inc. Fiscal File, 1950
  - Copy of Contract
  - Change orders and Supplements
  - General Correspondence pertaining to funds
- Folder 43: Higgins, Inc., 1950
  - Supplement Number 3 to Contract
- Folder 44: Dorsey Trailers, 1949
  - Copy of Contract
- Folder 45: Dorsey Trailers, Fiscal File, 1949
  - Copy of Contract
  - General Correspondence pertaining to funds

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Memoranda and Reports, 1945-1948; Birmingham Ordnance District

**Boxes:** 1-2, LGA-R

**Entry:** 0005

➤ **Box 1:**

- Statistical Summary Series Report No. 5
  - Production of 75 MM High Explosive Shell
- Army Ordnance Department Guided Missiles Program, 1948
- Folder 1: Secret Documents, 1946-1948
  - Disposition of Subversive and Disaffected Personnel
  - List of plants in Louisiana that held Ordnance Contracts during WWII
  - Divisions of Ordnance Branch
  - Classification Map of Aerial Photography of Third Army Area
  - List of Vital Installations
  - Assignments of Enlisted Personnel
  - Declassification Letters
  - Requirement for Personal History and Experience for those working on certain projects
- Folder 2: Contracts (General) 1948

- Full List of Contractors who are suspended and being **investigated for fraud** against the government
- Activities of the General Accounting Office
- Folder 3: Termination of Contracts, 1946-1947
  - Digest of Meeting Held at the Pentagon, 16 Dec 1946
    - Held to discuss matters pertaining to Contract Settlement Program
  - Suspension of Contract Settlement Negotiations of select companies (July 1946)
  - Chart on the Status of Terminations Authorized
  - Chart on Dollar Value of Termination Effected
- Folder 4: Contracts (General), 1946-1947
  - List of Contractors being investigated for suspected fraud
  - Index of Contract Price Changes
  - Contract Record of War Contractors in Liquidation
  - Handling of Fair Labor Standards Act
  - **Investigation of Higgins Industry** fraud against the government—United States v. Higgins
  - Procedures to be followed in connection with fraud cases
- Folder 5: Personnel, 1947
  - Survey of Critical Personnel
- Folder 6: Secret and Confidential, 1946-1948
  - Contractors Suspended
  - Release from suspension
  - Officers or enlisted men who are suspended or have been dishonorably discharged
  - Working hours of enlisted personnel
  - Release of Data on scientific personnel
  - Supplemental Declassification Letter
  - Subcommittee on Rocket Material
    - Long range rocket and launcher equipment
  - Artillery Ammunition
- Folder 7: Confidential 1947
  - Classification of Reports on Personnel
  - Counterintelligence Complaint Investigative Reports
  - Classification and censorship of information concerning cover and deception by the US or its Allies
- Folder 8: Report of Classified Contracts, 1947-1948
  - Negative—no classified contracts
  - List of classified contracts
- Folder 9: Third Army Headquarters, 1948
  - Security Checks of Personnel Engaged In Troop Information and Education activities
  - Post Exchange Policies
  - Communist and Labor Union plans for celebration of May Day
  - Propaganda Publications
- Folder 10: Birmingham Ordnance District, 1948
  - Operation of District Offices
    - Major reduction in operation funds during 1948 fiscal year
- Folder 11: Investigation-Higgins Industries, 1946
  - Fraud against government

- Shipping documents and payroll documents
- Special investigation of the Birmingham Ordnance District
- Policing and follow up under renegotiation agreements
- Special investigation of Higgins Industries
- Folder 12: Officers and Enlisted Men, 1946-1947
  - Officers of Regular Army
  - Removal of Officers of Regular Army from Active List
  - Reserve Officers
  - Enlistment in Regular Army
- Folder 13: Third Army Correspondence, 1946-1947
  - Complaint investigations of civilian employees of the Army
  - Field Instructions Domestic Positive Intelligence
  - Investigations of Civilian Components of the Army
  - Public release of cover and deception information
  - Policy of retention of family housing for personnel on duty with civilian components
  - Policy on release of information
  - Loss of military intelligence badge
  - Appointment of warrant officers for counterintelligence corps duty
  - Request for agency checks in Canada
  - Reference to Strategic Services Unit
  - Foreign Propaganda Publications
  - Criminal investigation reports
  - Amendment to Distribution of Regulated Items of Equipment
  - War Information Film
  - Discharge of Subversive Civil Service Personnel

➤ **Box 2:**

- Folder 1: War Department Affiliation Plan, 1946-1948
  - War Department Affiliation Plan, 1947
  - Plan for the Affiliation of Air Reserve Units, Air Defense Command 1947
  - Army Affiliation Agreement with J.B. Beard Company
  - Release of Medium and Heavy Automotive Maintenance Companies
  - Affiliation Agreements
- Folder 2: Security, 1948
  - Security Survey
  - Security Clearance
  - Request for Investigation of Civilian Personnel by Army
  - List of companies cleared for classified contracts
  - Security Agreements
- Folder 3: Industrial Mobilization Planning, 1948
  - Preliminary Work Plan Sheets
  - Item Number Identification (ammunition)
  - Safeguarding Military Information
  - Mobilization Requirements
- Folder 4: Plants (General), 1947-1948
  - Confidential list of bidders to whom awards will not be made
  - Clearance with commercial companies in connection with classified contracts for the Army and Navy

- Folder 5: Patents, 1947
  - Title to Foreign Patent Rights
- Folder 6: List of ORDTT Projects, 1948
- Folder 7: Southern Research Institute, 1948
  - Proposal for a Contract of Research on Incendiary Ammunition for Small Arms
  - History, Facilities, and Scientists of the Southern Research Institute
- Folder 8: University of Florida, 1948
  - Proposed Contract for a Research and Development Project on Frequency Modulated Blat Gauges
- Folder 9: Georgia School of Technology, 1948
  - Research on Incendiary Ammunition for Small Arms Project Proposal
- Folder 10: Basic Research on Small Arms Incendiary Ammunition, 1948
  - Proposal from Georgia School of Technology
  - Georgia Tech and Southern Research Institute chosen
- Folder 11: Allocation of Facilities, 1947
  - Complete list of facilities allocated by the Birmingham Ordnance District
- Folder 12: Foreign Governments, 1946
  - Policy with respect to wartime foreign Purchasing Missions in the United States
- Folder 13: List of ORDTT Projects, 1948

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Memoranda, 1949-1950; Birmingham Ordnance District

**Boxes:** 1, LGA-R

**Entry:** 0004

➤ **Box 1:**

- Folder 1:
  - Demilitarization of Military Equipment Prior to its Sale to Foreign Countries
  - Preparation of Budget Estimates
    - Sample forms attached
  - Disposition of Subversive and Disaffected Personnel: Handbook
  - Industrial Mobilization Planning
    - Need new combat vehicles
  - Security Classification **Map of Aerial Photography of Third Army Area**
  - List of Vital Installations
  - Department of the Army Programs and Policies, 1950
  - Security of Installations
  - Mobilization Production Assignment, Guided Missile Program
  - Civilian Manpower Requirements, 1951
    - List of Civilian Personnel by Occupation
  - Letters to Rushton about Research and Development
  - Letters about the deteriorating situation in **Korea**
    - Serious national military threat
    - Need ordnance procurement
  - Transport Vehicle Program Production Items, 1952

# CHARLESTON ORDNANCE DEPOT (CHARLESTON, SC)

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## *Brief History*

The Charleston Ordnance Depot, in conjunction with the U.S. Naval Ammunition Depot and the back-up storage depot at Liberty Hall, was established in November 1941 in North Charleston, South Carolina. Charleston's main mission was to receive, store, and ship by rail and water all ammunition and ammunition components. This Depot was responsible for the collection and distribution of ammunition during the war, but the majority of its duties were performed after World War II was over when it was the leader of the first large scale effort to demilitarize ammunition. It was unique in paving the way for new methods of reclaiming and salvaging commercially valuable material from the ammunition. The Charleston Ordnance Depot demilitarized ammunition, bombs, grenades, rocket motors, and developed strict policies for cleaning, repairing, repurposing, destroying, and preparing ammunition for long term storage and distribution to several facilities. The demilitarization effort began in June of 1947 and was completed in 1952. Once the demilitarization work was over, the Ordnance Depot began a phasing-out program when it dismantled machinery and prepared plants for long-term storage. In July of 1952 the Charleston Ordnance Depot became a class II installation under the control of the Charleston Transportation Corps.

The demilitarization effort is captured in the records through the Standard Operating Procedures. These SOPs document every process involved in demilitarization of various types of ammunition in meticulous detail. Inspection and safety were large concerns of the Charleston Ordnance Depot, especially after a grenade explosion in one of their plants.

The Ordnance Depot employed women and African Americans. The evidence of women is found in newspaper clippings with photographs of women taking part in the demilitarization effort at the Ordnance Depot. There is also evidence of women located in the policies and procedures of the Ordnance Depot, specifically the policies pertaining to the protection of pregnant employees. Evidence of African American employees can be found in general memoranda pertaining to the vacancies in living quarters, as well as jobs for black employees. There are also many references to an absenteeism problem at the Charleston Ordnance Depot. The records contain general orders about working hours, paid leave, unexcused leave, tardiness, holidays, etc. The Charleston Ordnance Depot seemed to struggle with absenteeism throughout its history. There is indication of recreational activities, most notably a pool for all who worked at the Depot. Workers at the Depot also participated in community activities, such as Community Chest. Construction is documented in a series of photos and there are two boxes of newspaper clippings that show the larger community's involvement and interest in the Ordnance Depot until it was absorbed by the Transportation Corps.

# CHARLESTON ORDNANCE DEPOT (CHARLESTON, SC)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Historical Files, 1942-1953; Charleston Ordnance Depot

**Boxes:** 1-10, FRC-S

**Entry:** 0020

## ➤ **Box 1: Memoranda, Bulletins, General Order 1939-1950**

- Folder 1: Report on the Feasibility of Combining the Charleston Ordnance Depot, the sub-depot back up storage, Liberty Hall, and the Charleston Naval Ammunition Department, 1947
  - Physical Characteristics of Charleston Ordnance Depot
  - Number of Magazines in the Area
  - Map of Charleston Ordnance Depot Area
  - Charleston Ordnance Depot Payroll Costs, personnel breakdown, operating equipment, Ammunition Storage Occupancy Report
- Folder 2: Feasibility Report Continued:
  - U.S. Naval Ammunition Depot
    - Ammunition Storage Report
    - Operating Equipment and Major Operating Equipment
    - Payroll Costs
    - Physical Properties
    - Map of US Naval Ammunition Depot
- Folder 3: Office Memoranda and General Orders, 1945
  - Listing of workdays and holidays for employees
  - Accumulated leave policy
  - Request for Labor and Transportation Policies
  - Each division must keep a record of all activities, a list of all employees, attend a weekly meeting with the Commanding Officer
  - Assumption of command
- Folder 4: Weekly Bulletins, 1949-1950
  - Duty Rosters
  - Various Ordnance Policies
- Folder 5: Weekly Bulletins, 1951
  - Duty Rosters
  - Various Ordnance Policies
- Folder 6: Weekly Bulletins, 1952
  - Duty Rosters
  - Various Ordnance Policies
- Folder 7: General Orders, January-September 1943
  - Safety Committee members
  - List of Senior Air Raid Wardens
  - Division Activity Reports must be submitted weekly
  - Efficiency Rating Committee Members
  - Safety Committee Members
    - Fire procedures

- Time and Place for Pay Distribution
- War Department Beneficial Association
  - Life insurance
- Various Ordnance Policies for Employees- pay, recreation, hours, etc.
- Folder 8: General Orders, July- December 1942
  - Security Clearances
  - Signing of the Espionage Act
  - Residence Inspections
  - Charleston Ordnance Depot Regulations
  - Guard Regulations
  - Articles of War
  - Air Raid Preparation and Procedure
  - Various Ordnance Policies for Employees- pay, recreation, hours, etc.
- Folder 9: General Orders, January-July 1942
  - Fire Regulations for Production Plant
  - **Gasoline Rationing**
  - Instructions for Officer of the Day
  - Air Raid Instructions—special for Auxiliary Firefighting Units
  - Security Clearance
  - Various Ordnance Policies for Employees- pay, recreation, hours, etc.
- Folder 10: General Orders, February 1940-December 1941
  - Security Authorizations
  - Fire Prevention Inspections
  - Depot Guard Persons and Policies
  - Depot Transportation
  - All male employees must register for Selective Services
  - Various Ordnance Policies for Employees- pay, recreation, hours, etc.
- Folder 11: General Orders, January 1938-December 1939
  - Renovation Plant Hours
  - Epidemic of Infantile Paralysis (June 1939)
  - Charleston Ordnance Depot Regulations
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.

➤ **Box 2: General Orders, Memoranda, 1932-1950**

- Folder 1: General Orders, 1932-1937
  - Safety Division Established
  - Appointment of a Recreation Officer
  - Efficiency Board Established
  - Fire Prevention Inspection
  - Inspections of the Renovation Plant and storage
  - **Designated Quarters for Colored Employees**
  - Receiving Telegrams
  - Charleston Ordnance Depot General Orders
  - Motor Vehicle Policy
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 2: Administrative Memoranda, 1942-1943
  - Method of expressing date in communications

- Operating Plan for Depot Property Section
- Folder 3: General Orders, 1949-1950
  - Holiday Leave Dates
- Folder 4: General Orders, 1946
  - Guard Orders
    - **Segregation Area** at Ordnance Ammunition Dock
    - Orders for Liberty Hall
  - Fire Orders
- Folder 5: General Orders, 1947
  - Establishment of Explosives Job Safety Training
  - Safety Organization
  - Instructions to Ammunition Inspectors Assigned to Demilitarization Projects
  - Organization Chart of the Charleston Ordnance Depot
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 6: General Orders, 1948
  - Hunting and Fishing Prohibited
  - Smoking and Eating while Wearing Contaminated Clothing
  - Wage and Salary Administration Policy
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 7: General Orders, 1951
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 8: General Orders, 1952
  - Table of Distribution Unit
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 9: General Orders, 1953
  - Assumption of Command
- Folder 10: Numbered Depot Memoranda, 1941-1943
  - Use of government owned rail equipment
  - Absence/leave Policies
  - Protection of **Pregnant Women Employees**
  - Social Security Numbers for Civilian Employees
  - Efficiency Rating Appeals Procedure
  - Housing for occupancy by Depot Employees
  - Transportation Schedule
  - Cards for keeping Alphabetical Lists of employees
  - Gasoline and Tire Rationing
  - Handling Shipments of Ammunition Components
  - Safeguarding Military Information
  - Engineering Defense Training
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 11: Numbered Depot Memoranda, 1945
  - Employee Grievance Procedure
  - Duty Rosters

- Civilian Savings Bond Program
- Folder 12: Numbered Depot Memoranda, 1948
  - Medical Service
  - Lost Badges
  - Injured's "Bill of Rights"
  - Policy on Tie Breaking Factors for Reduction in Force
  - Standard of Performance for Civilian Positions
  - Retirement
  - Within-Grade Changes
  - Efficiency Ratings
  - Employee Groups or Organizations
  - Voting Policy
  - Employees Suggestions Program
  - Employee Relations Policy
  - Civilian Training Policy
  - Civilian Personnel Policy
  - SOP for Coin Operated Machines
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 13: Unnumbered Depot Memoranda, 1946
  - Procedure for Reduction in Force Action
  - Policy as to the Return of Furloughed Employees
  - Conservation of coal, heat, manufactured gas, and electricity
  - Reorganization of the Charleston Ordnance Depot
  - Salary and Wage Administration Policy
  - **Vacancies in colored housing**
  - Hospitalization of Military Dependents
  - Schedule of Command Inspection
  - Transporting Work Personnel
  - Summary of Staff Conference
  - Civilian Training Policy
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 14: Unnumbered Depot Memoranda, 1947
  - Max X-Ray Survey
  - Contribution to Army Emergency Relief
  - Duty Officer Roster
  - Election of Welfare Council
  - Foreman's Daily Time and Distribution Report
  - Handling of Used Pipe Fittings and Equipment
  - New address of the Depot
  - Changes in terminology and procedures
  - Ordnance Department is 135 years old (May 14, 1947)
    - Six major wars
    - Finest weapons in world
    - Now moving on to research and development programs
  - Vaccination of civilian employees
  - Opening of Headquarters Third Army, Atlanta, GA (March 15, 1947)

- Examination Announcements
- Orders for Officer of the Day
- Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 15: Unnumbered Depot Memoranda, 1948
  - Support of the Military Establishment
  - Organizations considered by the Attorney General to have interests in conflict with those of the United States
  - School Transportation
  - Training in preparation of correspondence
  - Administrative pay increase for Ungraded Employees
  - Daily Activities Report
  - Committee Meetings
  - Officer of the Day Roster
  - Bond Purchasing
  - Discontinuance of the Demilitarization Program
  - Movement of Ammunition or Explosive Components
  - Emergency Medical Aid
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 16: Unnumbered Depot Memoranda, 1949-1950
  - Official Performance Ratings
  - Sessions in Performance Appraisal Program
  - Sessions in Development and Responsibilities of Supervisors
  - Complaints
  - Designation of Ordnance Corps
  - Storage Division contacts
  - Handling of Correspondence
  - Annual election of the Civilian Welfare Council
  - Sessions in Loading and Blocking of Cars or Vans of Ammunition
  - Reduction in Force
  - Training in the Administration of Military Justice

➤ **Box 3: Memoranda, Bulletins, Photos, Reports, 1946-1952**

- Folder 1: Unnumbered Depot Memoranda, 1952
  - Change to Correspondence Manual
  - Ordnance Corps Manual
  - Sessions in Development of Supervisors
  - 1952 Red Feather Campaign
  - Supervisor Training in Performance Appraisal Program
  - Auxiliary Firefighter Training
  - Turn-in of Salvage
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 2: Unnumbered Depot Memoranda, 1952
  - Demolition Activity
  - Fire Prevention Inspection
  - Political Activity Commonly Asked Questions

- Provisions of the Revenue Act of 1951
- Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 3: Historical Report and Demilitarization Project, 1946-1948
  - Functions of the Historical Section
  - Charleston Ordnance Depot's role in demilitarization
- Folder 4: Historical Summary, 1951
  - Fulfill mission as a reserve depot
  - Renovation of ammunition
- Folder 5: Historical Summary, January-June 1952
  - Renovation of ammunition along with normal duties
  - Reduction of Force
- Folder 6: Historical Summary, July-December 1952
  - Charleston Ordnance Depot redesignated as a class II installation under the Charleston Transportation Corps (July 1952)
  - Phasing out program immediately set up
  - When ammunition renovation was done, dismantling of machinery and equipment, moved to storage
- Folder 7: Standard Operating Procedures, 1946-1948
  - SOP for Training in Fork Lift Operation
  - SOP for Firing of Pistol
  - SOP for Demilitarization of 105MM C/R
  - SOP for Demilitarization of Grenade, Hand, Frag., MK II
  - Production plant area diagram
  - SOP for 5" Rocket Motors
  - SOP for Wage and Salary Administration
  - SOP for Placement and Promotion
  - SOP for Inspection of 75-mm, 81-mm, and 105mm bundle pack ammunition
  - SOP for Long Time Storage of Condition 6 Ammunition
  - SOP for Government Vehicle Accident
  - SOP for Medical Service
  - SOP for Receipt and Distribution of Intra-Office Mail
- Folder 8: Hand Grenade Disassembly Line Layout, 1947
  - Drawn Diagrams
- Folder 9: History of ARO No. 100- Demilitarization of Ammunition
  - FIRST large scale effort to demilitarize ammunition following WWII
  - New methods of reclaiming and salvaging commercially valuable material from the ammunition
  - Began June 1947 completed March 1948
  - List of ammunition
  - **Map** of Charleston Ordnance District Buildings
- Folder 10: History of ARO No. 100- Demilitarization of Ammunition
  - **25 Photographs** from construction to the end of the project
- Folder 11: History of ARO No. 100- Demilitarization of Ammunition
  - Cost Analysis and Breakdown
  - Grenade Operations, Drawings and SOP
  - 105 MM Operations, Drawings and SOP
  - 100lb Bomb Operations, Drawings and SOP

- Composition B Operations (2000lb Bomb), Drawings and SOP
- Folder 12: Semi-Weekly Bulletins, 1946
  - Duty Officer Rosters
  - Civil Service Announcements of Position Vacancies
  - Overseas Position Vacancies
  - Civil Service Examination
  - Employee Right to Appeal
  - National Service Life Insurance
  - Memorandum from Commanding Officer to all Employees
  - Safety Rules
  - Medical Services
- Folder 13: Semi-Weekly Bulletins, 1947
  - Chest X-Rays
  - Duty Officer Rosters
  - Army Emergency Relief and Army Relief Society
  - Individual Employment Record Cards
  - Examination for Explosive Operator and Munitions Handler
  - Civil Service Examination Announcements
- Folder 14: Local Emergency Plan, August 24, 1949
  - Air Raid Warning System Plan
  - Explosion Plan
  - Emergency Plan data
  - Hurricane Plan
  - Fire Plan
  - Personnel Evacuation

➤ **Box 4: SOPs, Org Charts, Reports 1945-1952**

- Folder 1: Standard Operating Procedures, 1951
  - Functions and Responsibilities of Safety and Security Division
  - Administrative Branch, Mail and Records Section
  - Preparation of Foreman's Daily Time and Distribution Report
  - Records Administration Program
  - Intra-Depot Supply
- Folder 2: Standard Operating Procedures, 1952
  - Records Administration Program
  - Distribution and Supply of Publications and Blank Forms
- Folder 3: Org Charts, 1949
  - Chart of each Division
  - Breakdown of division responsibilities
- Folder 4: Org Charts, February 1951
  - Recapitulation of Personnel Authorization and Strength
  - Chart of each Division
  - Breakdown of division responsibilities
  - Distribution List
- Folder 5: Org Charts, September 1951
  - Recapitulation of Personnel Authorization and Strength
  - Chart of each Division
  - Breakdown of division responsibilities

- Distribution List
- Folder 6: Org Charts, 1950-1952
  - Chart of each Division
  - Breakdown of division responsibilities
- Folder 7: Field Service Plan for Readjustment and Demobilization, Period III, 1945
  - Book IV, Part II—Field Service Establishments
  - Plan is to determine Field Service Installations for retention and establish missions
  - Provide housing and training facilities for postwar active Army in the US
  - Proposed Missions of Ordnances
- Folder 8: Demilitarization of Frag Bombs, 1949
- Folder 9: Rocket Motors and Fins, 1946
- Folder 10: Reports for Comparison Productions vs. Manhours, 1952
- Folder 11: Completion Report of 90 mm Ammunition, 1950
- Folder 12: Report on Demilitarization of 75mm Ammunition, 1949
- Folder 13: Completion Report of 105mm Renovation Program, 1951
- Folder 14: Completion Report of 90mm Renovation Program, 1952

➤ **Box 5: Scrapbook, SOPs 1946-1952**

- Folder 1: Record of Events, April-August 1951
  - Handwritten Record of events at Charleston Ordnance District
- Folder 2 and 3: Scrapbook
  - Newspaper Clippings
- Folder 4: 105mm Category Breakdown
- Folder 5: Standard Operating Procedure for 105mm Howitzer, 1951
- Folder 6: Register of Standard Operating Procedures, 1947-1951
- Folder 7: Decontamination Procedures for Buildings, 1948
- Folder 8: Standard Operating Procedure for GP Bombs, 1946
- Folder 9: Renovation of 105mm Shell
- Folder 10: Demilitarization of Hand Grenade, 1947
- Folder 11: Standard Operating Procedures for Demilitarization of 105mm, 1947-1948
- Folder 12: Standard Operating Procedure of 105mm Canister, 1947
- Folder 13: Demilitarization of ammunition 1947
- Folder 14: Demilitarization of 75mm ammunition, 1947
- Folder 15: Demilitarization of 75mm Howitzer ammunition, 1948

➤ **Box 6: SOPs 1947-1949**

- Folder 1: Identification of Pipe Lines by Paint Markings, 1947
- Folder 2: Determination of TNT Setting Points, 1947
- Folder 3: Standard Operating Procedure No. 9, Base Plate Removal and Washout of Bombs
- Folder 4: Standard Operating Procedure No. 10, Special TNT Setting Point Determinations, 1947
- Folder 5: Standard Operating Procedure No. 11, Demilitarization of 75mm Gun ammunition, 1947
- Folder 6: Standard Operating Procedure No. 12, Demilitarization of 75mm Gun ammunition, 1947

- Folder 7: Standard Operating Procedure No. 13, Demilitarization of 75mm Gun ammunition, 1947
- Folder 8: Standard Operating Procedure No. 14, Inspection of Grenade, 1947
- Folder 9: Standard Operating Procedure No. 15, Disposal of Ammunition by Dumping at Sea, 1947
- Folder 10: Standard Operating Procedure No. 16, Demilitarization of 75mm Gun ammunition, 1947
- Folder 11: Standard Operating Procedure No. 17, Demilitarization of 90mm Gun ammunition
- Folder 12: Standard Operating Procedure No. 1-48, Demilitarization of Bomb, 1948
- Folder 13: Standard Operating Procedure No. 2-48, Acidifying Water at Liberty Hall 1948
- Folder 14: Standard Operating Procedure No. 3-48, Demilitarization of Bomb, 1948
- Folder 15: Standard Operating Procedure No. 4-48, Demilitarization of Bomb, 1948
- Folder 16: Standard Operating Procedure No. 6-48, Demilitarization of 105mm Howitzer
- Folder 17: Standard Operating Procedure No. 7-48, Loading, Segregation, and Restorage Ammunition, 1948
- Folder 18: Standard Operating Procedure No. 8-48, Burning Small Arms Ammunition 1948
- Folder 19: Standard Operating Procedure No. 9-48, Loading, Segregation, and Restorage of Ammunition, 1948
- Folder 20: Standard Operating Procedure No. 10-48, Inspection and Reconditioning of Rocket Motors, 1948
- Folder 21: Standard Operating Procedure No. 11-48, Segregation of Fuze and Boosters, 1948
- Folder 22: Standard Operating Procedure No. 12-48, Segregation of Fuze by Lot, 1948
- Folder 23: Standard Operating Procedure No. 13-48, Segregation of Fuze by Lot (R-32), 1948
- Folder 24: Standard Operating Procedure No. 14-48, Inspection of 75mm ammunition, 1948
- Folder 25: Standard Operating Procedure No. 15-48, Repacking, 1948
- Folder 26: Standard Operating Procedure No. 16-48, Maintenance and Repacking of Mines, 1948
- Folder 27: Standard Operating Procedure No. 18-48, Inspection of Bombs, 1948
- Folder 28: Standard Operating Procedure No. 19-48, Loading Rocket Motors, 1948
- Folder 29: Standard Operating Procedure No. 20-48, Unloading Rocket Motors, 1948
- Folder 30: Standard Operating Procedure No. 21-48, Unloading and Storing Metal Container, 1948
- Folder 31: Standard Operating Procedure No. 23-48, Removing Small Arms from Storage, 1948
- Folder 32: Standard Operating Procedure No. 1-49, Normal Maintenance of 75mm Gun ammunition, 1949
- Folder 33 and 35: Standard Operating Procedure No. 4-49, Removing Fuze from Storage, 1949
- Folder 34: Standard Operating Procedure No. 5-49, Shipments of Suspended Ammunition, 1949
- Folder 36: Standard Operating Procedure No. 6-49, Removal from Storage and Return to Storage of 250lb Bombs, 1949

- Folder 37: Standard Operating Procedure No. 7-49, Supply, Use, Preparation, and Distribution of Ammunition Tally
- Folder 38: Standard Operating Procedure No. 8-49, Demilitarization of bombs
- Folder 39: Standard Operating Procedure No. 9-49, Demilitarization of Bomb, 1949
- Folder 40: Standard Operating Procedure No. 10-49, Shipping Bombs, and Receiving Boxed TNT, 1949
- Folder 41: Standard Operating Procedure No. 11-49, Demilitarization of 75mm Howitzer ammunition, 1949
- Folder 42: Standard Operating Procedure No. 12-49, Burning Grounds, 1949

➤ **Box 7: SOPs 1950-1951**

- Folder 1: SOPs 2-50 thru 7-50
  - Standard Operating Procedure No. 2-50 for Assembly of Fuze
  - Standard Operating Procedure No. 3-50 for Removing from Storage, Segregating Ammunition
  - Standard Operating Procedure No. 4-50 for Cleaning and Disinfecting Respirators
  - Standard Operating Procedure No. 5-50 for Inspection from Modification of 90mm
  - Standard Operating Procedure No. 6-50 for Renovation of Shell
  - Standard Operating Procedure No. 7-50 for Inspection and Renovation of Grenade Projection
- Folder 2: SOP 9-50, 1950 (Folder 1 of 2)
  - Standard Operating Procedure No. 9-50 for Renovation of 75mm Howitzers ammunition
- Folder 3: SOP 9-50, 1950 (Folder 2 of 2)
  - See Folder 2 for SOP details
  - Changes made to SOP
- Folder 4: SOPs 1-51 thru 2-51, 1951
  - Standard Operating Procedure No. 1-51 for Preparation of Grenades for Dumping at Sea
  - Standard Operating Procedure No. 2-51 for Renovation of 60mm Mortars ammunition
- Folder 5: SOPs 4-51 thru 6-51, 1951
  - Standing Operating Procedure No. 4-51 for Renovation of 81mm Mortar ammunition
  - Standing Operating Procedure No. 5-51 for Washout of Loaded Projectiles
  - Standing Operating Procedure No. 6-51 for Demilitarization of Grenade
- Folder 6: SOP 7-51, 1951 (Folder 1 of 2)
  - Standard Operating Procedure No. 7-51 for Renovation of 105mm Howitzers ammunition
- Folder 7: SOP 7-51, 1951 (Folder 2 of 2)
  - See Folder 6 for SOP details

➤ **Box 8: SOPs, Flow Charts 1946-1952**

- Folder 1: SOPs 8-51 thru 12-51 (part 1), 1951
  - Standard Operating Procedure No. 8-51 for Repacking of Fuze
  - Standard Operating Procedure No. 9-51 for Shipment of Components to and from Renovation Plant
  - Standard Operating Procedure No. 10-51 for Unloading and Storing of Bombs
  - Standard Operating Procedure No. 11-51 for 81mm Mortar ammunition

- Standard Operating Procedure No. 12-51 for Renovation of 90mm Gun ammunition
- Folder 2: SOP 12-51 (part 2), 1951
  - See Folder 1 for SOP details
- Folder 3: SOPs 13-51 and 14-51, 1951
  - Standard Operating Procedure No. 13-51 for Burning Grounds
    - Old Burning Ground Procedures
    - Office Memorandum requesting changes
  - Standard Operating Procedure No. 14-51 for Normal Maintenance for some guns
- Folder 4: SOPs 1-52 and 2-52, 1952
  - Standard Operating Procedure No. 1-52 for Renovation of 75mm Gun ammunition
  - Standard Operating Procedure No. 2-52 for Segregation of Fuze
- Folder 5: Flow Charts for 75mm Gun- Building R-36
  - Line Layout and Flow of Ammunition
  - 6 flow charts
- Folder 6: SOPs 3-52 and 7-52, 1952
  - Standard Operating Procedure No. 3-52 for Inspection, Repacking, and Remarking of Arming Wire Assemblies
  - Standard Operating Procedure No. 7-52 for Shipping HE Bombs
- Folder 7: Typical Procedure for Renovation (Phase II) 105mm Howitzer, 1950
- Folder 8: Shut-down and Decontamination Procedures for FDAP Facilities, 1946
- Folder 9: SOP 12-49, 1950
  - Standard Operating Procedure for Burning Grounds
- Folder 10: SOPs 1-47 to 15-47
  - Standard Operating Procedure No. 1-47 for Demilitarization of Grenade, Hand, Frag, MK II
  - Standard Operating Procedure No. 2-47 for Demilitarization of 105 mm Howitzer ammunition
  - Standard Operating Procedure No. 6-47 for Demilitarization of 75mm Howitzer ammunition
  - Standard Operating Procedure No. 7-47 for Identification of Pipe Lines by Paint Marking
  - Standard Operating Procedure No. 8-47 for Determination of TNT Setting Points
  - Standard Operating Procedure No. 9-47 for Removing Tail Pate and Washing Out Bomb
  - Standard Operating Procedure No. 10-47 for Special TNT Setting Point Determinations
  - Standard Operating Procedure No. 14-47 for Inspection of Grenade
  - Standard Operating Procedure No. 15-47 for Disposal of Ammunition by Dumping at Sea

➤ **Box 9: SOPs 1948-1951**

- Folder 1: SOPs 1-48 to 10-48
  - Standard Operating Procedure No. 1-48 for Demilitarization of Bomb
    - See Box 6 Folder 12
  - Standard Operating Procedure No. 2-48 for Acidifying Water at Liberty Hall
    - See Box 6 Folder 13

- Standard Operating Procedure No. 3-48 for Demilitarization of Bomb
  - See Box 6 Folder 14
- Standard Operating Procedure No. 6-48 for Demilitarization of 105mm Howitzers ammunition
  - See Box 6 Folder 16
- Standard Operating Procedure No. 7-48 for Loading, Segregation, and Restorage of Ammunition
  - See Box 6 Folder 17
- Standard Operating Procedure No. 8-48 for Burning Small Arms Ammunition
  - See Box 6 Folder 18
- Standard Operating Procedure No. 9-48 for Loading, Segregation, and Restorage of Ammunition
  - See Box 6 Folder 19
- Standard Operating Procedure No. 10-48 for Inspection and Modification of Rocket Motor
  - See Box 6 Folder 20
- Folder 2: SOPs 12-48 to 23-48
  - Standard Operating Procedure No. 12-48 for Segregation of Fuze by Lot
    - See Box 6 Folder 22
  - Standard Operating Procedure No. 13-48 for Segregation of Fuze by Lot
    - See Box 6 Folder 23
  - Standard Operating Procedure No. 14-48 for Inspection of 75mm Howitzer ammunition
    - See Box 6 Folder 24
  - Standard Operating Procedure No. 17-48 for Renovation and Demilitarization
  - Standard Operating Procedure No. 18-48 for Inspection of Bombs
    - See Box 6 Folder 27
  - Standard Operating Procedure No. 19-48 for Loading Rocket Motors
    - See Box 6 Folder 28
  - Standard Operating Procedure No. 20-48 for Loading Rocket Motors
    - See Box 6 Folder 29
  - Standard Operating Procedure No. 21-48 for Unloading and Storing Metal container
    - See Box 6 Folder 30
  - Standard Operating Procedure No. 23-48 for Removing Small Arms from Storage
    - See Box 6 Folder 31
- Folder 3: SOPs 2-49 to 12-49, 1949
  - Standard Operating Procedure No. 2-49 for Ammunition Packed in Wooden Boxes
  - Standard Operating Procedure No. 3-49 for Demilitarization of Fuze
  - Standard Operating Procedure No. 4-49 for Removing Fuze
    - See Box 6 Folders 33 and 35
  - Standard Operating Procedure No. 7-49 for Supply, Use, Preparation and Distribution of Ammunition Tally
    - See Box 6 Folder 37
  - Standard Operating Procedure No. 9-49 for Demilitarization of Bomb
    - See Box 6 Folder 39

- Standard Operating Procedure No. 10-49 for Shipping Bombs and Receiving Boxed TNT
  - See Box 6 Folder 40
- Standard Operating Procedure No. 11-49 for Demilitarization of 75mm Howitzer ammunition
  - See Box 6 Folder 41
- Standard Operating Procedure No. 12-49 for Burning Grounds
  - See Box 6 Folder 42
- Folder 4: SOPs 1-50 to 12-50, 1950
  - Standard Operating Procedure No. 1-50 for Shipments of Ammunition
  - Standard Operating Procedure No. 2-50 for Assembly of Fuze
    - See Box 7 Folder 1
  - Standard Operating Procedure No. 3-50 for Removing 105mm Ammunition in Category and Return to Storage
    - See Box 7 Folder 1
  - Standard Operating Procedure No. 6-50 for Renovation of 105mm Howitzer ammunition
    - See Box 7 Folder 1
  - Standard Operating Procedure No. 9-50 for Renovation of 75mm Howitzers ammunition
    - See Box 7 Folders 2-3
  - Standard Operating Procedure No. 12-50 for Standing Operating Procedure for Handling of Explosives and Ammunition
- Folder 5: Change to SOP 2-51, Emergency Plan Map, 1951
  - Office Memoranda about change to SOP 2-51
  - Standard Operating Procedure No. 2-51 for Renovation of 60mm Mortar ammunition
    - See Box 7 Folder 4
  - Emergency Plan Area Map of Charleston Ordnance District
- Folder 6: Changes to SOPs 4-51 and 5-51, Depot General Area Map (1943), 1951
  - Standard Operating Procedure No. 4-51 for Renovation of 81mm Mortar ammunition
    - See Box 7 Folder 5
  - Memoranda to change SOP 5-51
  - Depot General Area Map, 1943
- Folder 7: Changes to SOPs 5-51, 6-51, 7-51, 11-51, 13-51
  - Standing Operating Procedure No. 5-51 for Washout of Loaded Projectiles
  - Standing Operating Procedure No. 6-51 for Demilitarization of Grenade
    - See Box 7 Folder 5
  - Standard Operating Procedure No. 7-51 for Renovation of 105mm Howitzers ammunition
    - See Box 7 Folder 6 and 7
  - Standard Operating Procedure No. 11-51 for 81mm Mortars ammunition
    - See Box 8 Folder 1
  - Standard Operating Procedure No. 13-51 for Burning Grounds
    - See Box 8 Folder 3

➤ **Box 10 : SOPs, Maps and Drawings 1942-1952**

- Folder 1: Changes to SOP 13-51, 1951
  - Standard Operating Procedure No. 13-51 for Burning Grounds
- Folder 2: SOP 1-52, 1952
  - Standard Operating Procedure No. 1-52 for Renovation 75mm Gun ammunition
    - See Box 8 Folder 4
- Folder 3: Layout of 105mm Breakdown Line, Buildings R-23, R-22, and R-25
  - Two maps/diagrams
- Folder 4: Ammunition Depot and Back Up Storage, 1942
  - Two General Maps
- Folder 5: Magazine Area, Liberty Hall
  - Two Maps
- Folder 6: Ammunition Depot and Back-up Storage, General Area Map-Production Plant
  - Three Ammunition Depot and Back-up Storage General Plan Maps
  - General Area Map- Production Plant, 1943
- Folder 7: Segregation Point at Ammunition Dock, 1948
  - Map of Segregation Point

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Formerly Classified Decimal Files, 1946-1947; Charleston Ordnance Depot

**Boxes:** 1, LTA-S

➤ **Box 1:**

- Folder 1: General, 1946-1948
  - Disposition of Subversive and Disaffected Personnel
  - Sabotage and/or unusual activities
  - Availability of maps and aerial photographs
  - Communist and Labor Union plans for celebration of May Day
  - Propaganda Publications
  - Assignment and Supervision of Enlisted Aliens
  - Domestic Intelligence
- Folder 2: Finance and Accounting, 1946-1948
  - Preparation for Estimates, Military Functions, Fiscal Year 1950
  - Civil Employees Health Service Program Requirements
  - Justification of Fiscal year 1950 Fund Requirements
  - Report of Classified contracts
  - Exchange of Foreign Currency
- Folder 3: Personnel, 1946-1948
  - Discussion centers around counterintelligence
  - Position Classifier Vacancy
  - Clearance of Officers and investigations into personnel
  - Officers having suspended sentences to dismissal or dishonorable discharge
  - Survey of Critical Personnel
  - Personnel Reduction
  - Field offices station list
- Folder 4: Administration, 1946
  - Clearance of Personnel

- Declassification
- Subcommittee on Ammunition
- Subcommittee on Artillery
- Technical Information Letter
- Disposition of Records
- Folder 5: Administration, 1947
  - Utilization of Command installations
  - Policy on Release of Information
  - Field Instructions: Domestic Positive Intelligence Manual
- Folder 6: Administration, 1948
  - Special Weapons Unit Manual
  - Field Instructions: Domestic Intelligence
  - Ammunition for Emergency Plan White
  - Plan for Expansion of the Third Army
  - Post Exchange Policies
  - Destruction of Documents
  - Public Release of Cover and Deception Information
- Folder 7: Investigations of Accidents by Inspector Generals and other officers, 1945-1947
  - Statements, report of investigations
  - Criminal investigation activity reports
- Folder 8: Supplies, Service, and Equipment, 1946-1948
  - Sale of brass scrap
  - Vehicles for emergency transportation
  - Technical Information and Specifications
  - Restriction of Undesirable Publications
  - War Information Film
  - Distribution of Regulated Items of Equipment
  - Sub-Standard Ammunition Storage
- Folder 9: Buildings and Grounds, 1947-1948
  - Eviction of Tenants
  - Retention of Family Housing for Personnel on Duty with Civilian Components
- Folder 10: Rivers, Harbors, and Waterways, 1947
  - Leasing of Ordnance Dock

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1948-1953; Charleston Ordnance Depot

**Boxes:** 1, LGA-R

**Entry:** 0019

➤ **Box 1:**

- Folder 1: National Defense
  - Mobilization Tables of Distribution
  - Organizational Chart
  - Personnel Numbers in each Division—civilian, operations, depot comptroller, property, surveillance, purchasing and contracting, commanding officer
- Folder 2: Supplies, Service, and Equipment

- Out loading capabilities
- Reports of Explosion of Ammunition
- Folder 3: Administration
  - Mobilization Plan
- Folder 4: Standing Op Procedure
  - Intelligence communication
- Folder 5: Report of Investigation of Accident at Charleston Ordnance Depot
  - All investigation surrounding a grenade explosion during demilitarization
- Folder 6: Supplies
  - Supplies and equipment for transportation, aeronautical supplies, packing supplies, and animals
- Folder 7: Ammunition
  - Ammunition Mobilization Study
- Folder 8: Concentration, Mobilization, Demobilization
  - Industrial Security Survey
- Folder 9: Cable, Telegraph, and Telephone
  - Wire Facilities
- Folder 10: Noncryptographic Registered Document Files
- Folder 11:
  - Report on Explosives Loading and Storage Facilities, 1944
- Folder 12: Certificates of Destruction of Classified Documents, 1949-1953
- Folder 13: Operations Plan for Defense and Publications Files
- Folder 14: Emergency Plan White, 1951

# VOLUNTEER ORDNANCE WORKS

## (CHATTANOOGA, TN)

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### ***Brief History***

The Volunteer Ordnance Works, located 12 miles northeast of Chattanooga, Tennessee on the Chickamauga Reservoir, was approved for construction in June 1941. It was chosen as an ordnance depot because of the geographic location, a TVA built lake on the cusp of the Appalachian Mountains, and its proximity to the labor and railroad markets in Chattanooga. Their main mission was to produce TNT for ammunition. When World War II started, the Volunteer Ordnance Works had just begun construction, but by May of 1942 they signed supplemental contracts to expand plant capacity for the production of TNT. They contracted private companies and on July 20, 1942 the first line of TNT went into production. Construction continued in the other plants and was not formally terminated until 1943. It was after construction was terminated that they realized their overzealousness in infrastructure, leaving them with an excess of building throughout the rest of their history. The termination of construction came with a new production method for TNT, a change from indirect to direct nitration, which set up a safer, simpler method that doubled output of TNT. The Volunteer Ordnance Works produced TNT throughout the war and in 1945 they began to terminate contracts and prepare employees for civil service jobs.

One of the largest issues that the Volunteer Ordnance Works faced was the availability of labor in the Chattanooga area. As a result of both men going off to war and an acute labor shortage, the Volunteer Ordnance Works relied heavily on the employment of women. They employed women in all facets of the factory and they found that women did the jobs exceptionally well. They also turned to African Americans, both men and women, to perform operating jobs. The Volunteer Ordnance Works also struggled with absenteeism and a high rate of job turnover as employees searched for higher paying jobs in other government works projects. In addition to the labor shortage, the Ordnance Works struggled with obtaining the necessary amounts of supplies from the government and government contractors. They often ran production with a shortage of materials throughout most of their WWII service.

The records also indicate that the Volunteer Ordnance Works was engaged in the community around them. They did Red Cross blood drives, bond purchasing, March of Dimes fundraising, and Community Chest donations. They had recreational facilities and religious services for those employed and they had some housing for those who could not find it in Chattanooga. They also broadcasted a series of 15 radio hours in order to inform the public of the important job they were doing for the war effort. With the goodwill and blessing of the people of the neighboring communities, the Volunteer Ordnance Works continued to produce TNT for the rest of WWII and for both the Korean and Vietnam Wars until it was terminated in 1977.

# VOLUNTEER ORDNANCE WORKS

## (CHATTANOOGA, TN)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Miscellaneous Records, 1942-1950; Volunteer Ordnance Works

**Boxes:** 1-3, LGA-R

**Entry:** 0021

### ➤ **Box 1: Historical Files, 1942- 1945**

- ALL: Record of the activities of contracting, financing, and executing the massive TNT production effort—contracts, construction, labor, problems, production amounts, administration, inspection, safety record, health and sanitation
- Folder 1: Historical Record, December 1942
  - Volunteer Ordnance Works approved in June 1941 as a TNT producer
  - Chosen for its ample TVA water source, inland protection, and transportation setup
  - Government contracts
  - First TNT is produced in July 1942
- Folder 2: Historical Record (Appendix), December 1942
  - Map of Ordnance
  - **Photographs**- general view of area, acid and TNT Area, magazine area, administration area
  - Field Progress Reports
  - Organization Charts
  - Organization Explanations
  - General memoranda concerning policies
- Folder 3: Historical Record, January-March 1943
  - Cost statements
  - Field Progress Reports
- Folder 4: Historical Record, April-June 1943
  - Formal termination of construction on the plant—completed project
  - Cost statements
  - Field Progress Reports
  - TNT Production Graphs
- Folder 5: Historical Record, July-September 1943
  - Commanding Officer wanted to strengthen perception of Ordnance Plant by inviting them to be informed about the importance of plant through radio broadcasts
  - Salvage Operations began
  - TNT Production Graphs
  - Cost statements
- Folder 6: Historical Record, October-December 1943
  - Cost statements
- Folder 7: Historical Record, January-March 1944
  - Personnel decreases beginning to take place
  - Organization Charts

- TNT Process Chart
- Materials Flow Sheet
- Folder 8: Historical Record, April-June 1944
  - TNT exposure questions
- Folder 9: Historical Record, July-September 1944
- Folder 10: Historical Record, October-December 1944
  - General disrepair is being attended to as the plant continues to operate
- Folder 11: Historical Record, January-March 1945
  - Job Training Program began
  - Expenditure Orders
  - Statement of Material Consumption
  - Summary of Personnel Cost
- Folder 12: Historical Record, April-June 1945
  - Expenditure Orders
  - Statement of Material Consumption
  - Beginning Negotiations for Contract Termination

➤ **Box 2: Records, 1946-1950**

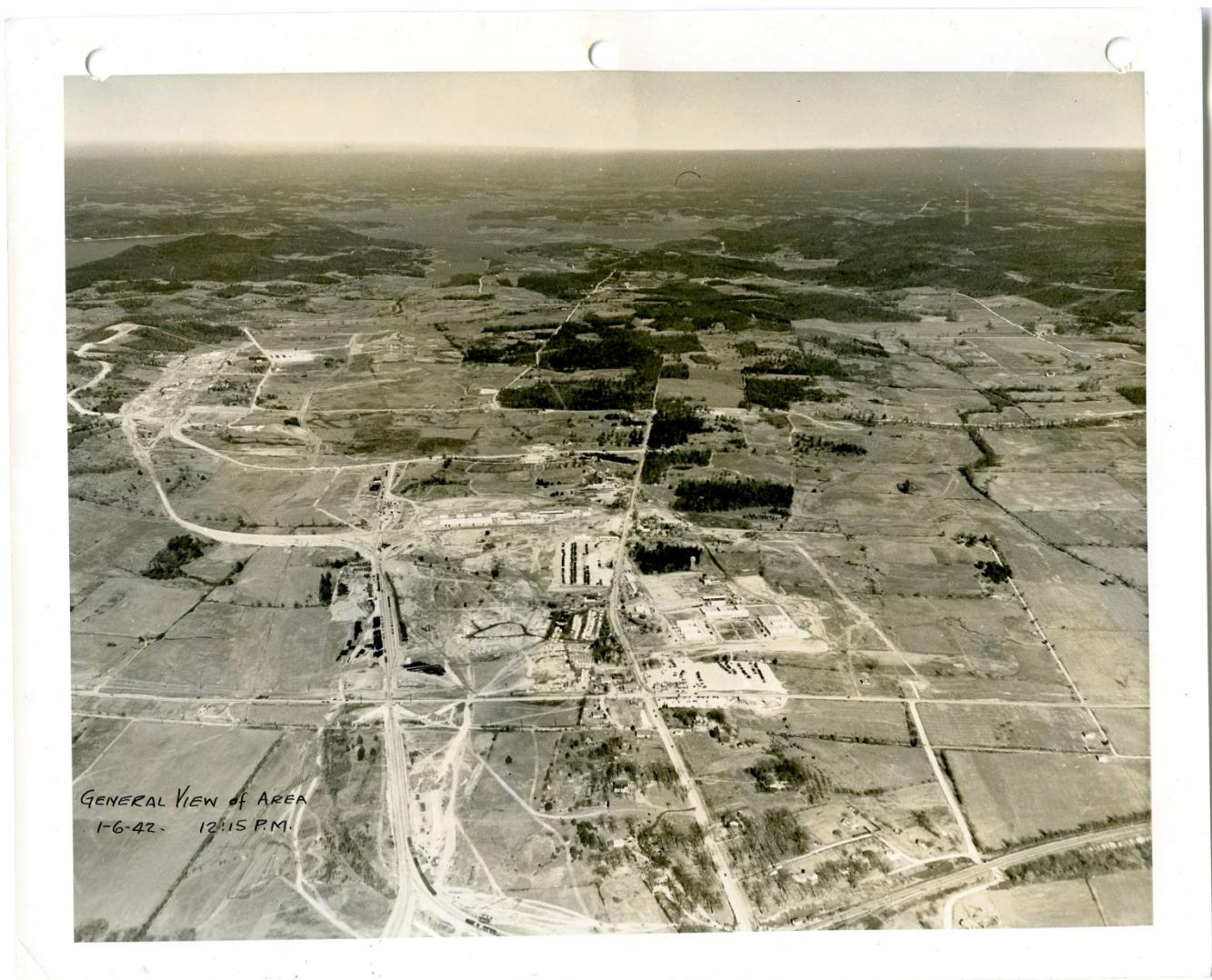
- Folder 1: Personnel Bulletins, 1949-1950
  - March of Dimes and Community Chest Donations
- Folder 2: General Memos, 1949-1950
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - Toxicity of TNT by-products
- Folder 3: General Bulletins, 1949-1950
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - War Claims Act 1948
  - March of Dimes Donations
- Folder 4: Personnel Bulletins, 1946-1948
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - Procedure for applying for federal employment after war services jobs are terminated
  - Civil Service Examinations
- Folder 5: Safety and Protective Division Bulletins, 1947
  - Accident Rates
  - Vehicular Fires
  - Catwalk Safety
- Folder 6: Safety and Protective Division Bulletins, 1946-1948
  - Smoking
  - Motor Vehicle Procedures
  - Occupational Injuries
  - Fire Drills
  - Safety Meetings
- Folder 7: Personnel Memoranda, 1946-1950

- Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Organizations considered by the Attorney General to have interests in conflict with those of the United States
- March of Dimes Donations
- Folder 8: Office MGMT Group Memos, 1946-1948
  - Operation of Service Station
  - Property and Supply Procedures
  - Preparation and Assembly of Correspondence
  - Operating Cost Codes
- Folder 9: General Memos, 1947-1948
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - Hunting Area Map
  - Badges and Passes Policies
- Folder 10: History
  - Plant Data Book

➤ **Box 3: Records, 1946-1950**

- Folder 1: Meetings, Conferences, 1949-1950
  - Accident Prevention Conference
  - Suggested Conference to discuss soil erosion and other repairs and utilities problems
  - Property and Fiscal Officers Conference
  - Meetings of Property and Fiscal Officers
  - Operating Plan and Repairs and Utilities Maintenance Program for Standby Industrial Installations
  - Maintenance at Volunteer Ordnance Works
- Folder 2: Procedures and Policies
  - Phase I Industrial Mobilization Planning Study
  - Standing Operating Procedures for TNT
    - Each division has an SOP
    - Layout plan for conveyer set up, loading truck, common carrier
  - Review of Management Control Functions
    - Organization charts
  - Mobilization and Familiarization Exercise
  - Mobilization Plan
    - Changes to plan
  - Guides for Rehabilitation of Inactive Facilities for Mobilization
  - Master Planning
  - Repackaging of Mortar Increments Diagram (2)
  - Standard Operating Procedure for Burning Ground
  - Progress Map
  - Repairs and Utilities Operating Policy
- Folder 3: Staff Meetings, December 1949-December 1950
  - Minutes of Meetings
- Folder 4: Safety and Protective Division Memos, 1949

- Fire Extinguishers
- Folder 5: Personnel Memos, 1949-1950
  - Limitation on personnel activities
  - Granting of Annual Leave
  - Abuse of Sick Leave
  - Employee Grievance Policy
  - Administrative Work Week and Regulations
  - Blood Donations
  - Employee Utilization Program
  - Salary and Wage Administration Policy
  - Training Policy
  - Civilian Personnel Policy
  - Clearance of Employees leaving Volunteer Ordnance Works



# EAST TENNESSEE ORDNANCE WORKS

## (COPPERHILL, TN)

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### ***Brief History***

The East Tennessee Ordnance Works was the smallest Ordnance Depot under the Office of the Chief of Ordnance. It was created for the sole purpose to supply sulfuric acid (oleum) for the production of TNT by the Volunteer Ordnance Works, located twenty miles away. Copperhill, TN was also perfectly situated next to the Tennessee Copper Company, which was processing raw sulfur in their smelting process. This processed sulfur gave East Tennessee Ordnance Works an advantage by allowing them to skip a step in producing oleum. The East Tennessee Ordnance Works began construction in November of 1941, started producing oleum in July of 1942, and all construction was formally terminated in August 1942. The original contract was for the production of oleum to only the Volunteer Ordnance Works, but the demand from other Ordnance districts as well as an oleum shortage in Kentucky, put East Tennessee Ordnance Works into contracts with several southeast districts. Their distribution was about 65% to Volunteer and 35% to other districts. The peak of production was in November of 1943 and by the beginning of 1944 it became obvious that the East Tennessee Ordnance Works did not need to operate at full production because they were only shipping to Volunteer and they were running out of storage space for excess oleum. The records show that their work continued through 1944, but there is no indication of oleum production into 1945.

Within the records there is evidence of a struggle with absenteeism. The beginning of the East Tennessee Ordnance Works was full of enthusiasm, but as production went on the workers lost their dedication. There were several labor disputes that involved negotiations with the National Labor Relations Board. Towards the end of production many workers began to look for peace time jobs making absenteeism prevalent and production slow. They did reach out to the community around them when they received an Army-Navy "E" award. The Chief of Ordnance explained how vital ordnance work was and how the community, by supporting the East Tennessee Ordnance Works, was helping to end the war.

# EAST TENNESSEE ORDNANCE WORKS

## (COPPERHILL, TN)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Historical Records, 1943-1945; East Tennessee Ordnance Works

**Boxes:** 1, LTA-S

**Entry:** 0022

### ➤ **Box 1: Historical Record, 1943-1945**

- All of these historical records address—general, contract, construction, production, personnel
- Folder 1: Miscellaneous (Historical Record)
  - October 1, 1944- December 31, 1944
  - July 1, 1944- September 30, 1944
    - 2 year anniversary of producing oleum to send to other ordnances
  - April 1, 1944- June 30, 1944
    - low levels of production—almost forced to shut down, but able to bring production back to life
  - January 1, 1944- March 31, 1944
    - Stopped full scale production—only Volunteer Ordnance Works was receiving shipments and storage was backing up
  - October 1, 1943- December 31, 1943
    - November 1943 was the best production month in the history of East Tennessee Ordnance Works
  - July 1, 1943- September 30, 1943
    - Received an Army “E” award for the hard work of East Tennessee Ordnance Works contribution to the war effort and made a speech to the public about how important ordnance work is
  - April 1, 1943- June 1, 1943
    - Contract negotiations
    - Responded to an oleum shortage in Kentucky, proving great production
  - January 1, 1943- March 31, 1943
  - January 1, 1939- December 31, 1942
    - When Volunteer Ordnance Works was created it was vital to have a source of sulfuric acid nearby
    - Construction began on November 28, 1941 and formally the Ordnance Department’s on August 10, 1942
    - Started production on July 14, 1942
    - Originally they were only to be contracted with Volunteer Ordnance Works, but the growing demand for oleum allowed them to ship to other ordnance districts (65% Volunteer Ordnance Works, 35% elsewhere)
    - Smallest ordnance works depot (2 officers and 7 civilians)
    - Handwritten contract negotiations
    - Guidelines for Quarterly Historical Reports

# MISSISSIPPI ORDNANCE PLANT (FLORA, MS)

## *Brief History*

The Mississippi Ordnance Plant was located in Flora, Mississippi, about 23 miles outside of Jackson. It was initially established in 1942 as a bag loading facility, but those services were already being provided by more efficient plants. It was placed on stand-by until August 12, 1942 when it was activated as the first Army Special Forces Ordnance Unit Training Center (OUTC). The Ordnance Unit Training Center would become the third largest training center in the United States. This training center trained Ordnance troops as technicians for heavy machinery in order to work on the front lines to repair and maintain critical ammunition and tools. These troops became specialized units, with each unit able to cover a certain area of equipment/ammunition, and they were eventually sent to duty assignments throughout the world. The OUTC put heavy machinery and maintenance operations on display at the Mississippi State Fair in order to show the public what they were doing to help the war effort. This led to a conference at which Army Special Forces observed the training regimens of this specific center. The Training Center was a source of pride for the Mississippi Ordnance Plant when the Army Special Forces ordered all Ordnance Unit Training Centers to follow their procedures. The Army Special Forces training center trained thousands of Ordnance Troops until April 1945 when it was discontinued. The Mississippi Ordnance Plant was reactivated and used as a storage center for ammunition, but no more trainees were sent to Mississippi for the rest of the war.



in their spare time. There were facilities—movies, theatre, library, swimming pool, USO—but there were also clubs, religious groups, and social gatherings for every interest. They also participated in War Loan Drives and Red Cross Donations very frequently. They were constantly telling the surrounding communities of their good work and invited the public to observe on a fairly regular basis.

The OUTC did train African Americans, but they were provided with separate housing and were trained at a much slower rate and with less technical information. On the other hand, white men were often inundated with so much technical information that they did not know how to perform simple tasks. There was little to no employment of women evidenced in these records. There is reference to wives of enlisted men (wives clubs, childcare, etc.) but there is no evidence to suggest that women were working at the Ordnance Unit Training Center. There was also the issue of absenteeism throughout the history of the center. Men did not work full time or they simply neglected to show up to work without asking for proper leave.

The OUTC also had ample recreational activities and the records indicate that this was in order to meet the need for all types of men who lived there. There was a concerted effort to diversify the recreational activities in order to keep men occupied

# MISSISSIPPI ORDNANCE PLANT (FLORA, MS)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1942-1944; Mississippi Ordnance Depot

**Boxes:** 1-4, LTA-S

**Entry:** 0018

➤ **Box 1: Historical Reports**

- Folder 1: Historical Reports, August 1942-December 1942
  - Ordnance Unit Training Center
- Folder 2 and 3: Historical Report—General Orders and Memoranda, January 1943-March 1943
  - Daily Bulletins: official side with orders from Lieutenant and unofficial side with recreational activities and events
  - Assumption of Command
  - Re-designation of Ordnance Companies
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - Immunization requirements for overseas service
  - Off Limits Locations in Jackson, MS
- Folder 4: Historical Reports, January 1943-December 1943
  - Training Program in full swing
  - Presentation at Mississippi State Fair
  - Organization chart- reorganization
  - Displays of Ordnance material and training unit demonstrations in Jackson and Canton to make civilians more conscious of their efforts towards supporting the Third National War Loan Drive
  - Training conferences held to view demonstrations of the training program—all ordnances adopted Mississippi's training program
    - Conference pamphlets
    - Want to continue to move towards modern warfare practices and policies
  - Give status updates about each section of the Ordnance Unit Training Center
- Folder 5: Historical Reports, January 1944-June 1944
  - Used newspaper articles to promote the Ordnance Department, all it is doing to help the war effort, and the community's continued support
  - Significant efforts to promote and improve recreational facilities for off-duty
  - Chaplin branch established
  - General Operating Procedure of Mississippi Ordnance Plant
  - Status of Preactivation Training Program
  - Chart of Movement of ASF Enlisted Men
  - In the first quarter of 1944 put on standby status—maintenance and storage of ammunition and ammunition components
- Folder 6: Historical Reports, January 1945-June 1945
  - Discontinuation of Army Special Forces Training Center in April 1945
    - Stopped receiving trainees
  - All memoranda involved in the process of inactivation

- Inactivation information
- Work order requests
- Training and instruction areas map
- The Ordnance Plant was put back in operation
- Organization charts
- POM Requirements charts
- Folder 7: Historical Report, October 1945-December 1945
  - Third anniversary of the Mississippi Ordnance Plant
  - Reports on the divisions and sections of the Ordnance Plant
  - Ordnance Units trained in the history of the Army Special Forces Training Center
  - Newspaper clippings
  - Administrative Memoranda
  - **Photos** of the Training Center and ammunition
  - Discussion about the political front in Europe
  - Field Training Report

➤ **Box 2: Historical Reports, General Orders**

- Folder 1: Historical Record, April 1943- June 1943
  - Expansion of the training program
  - Chronological Statement of Events
  - General Orders
  - Administrative Memoranda
  - Unnumbered Memoranda
  - Daily Bulletins
    - Official business and unofficial information (recreation, etc.)
- Folder 2: Historical Report I, August 1941- December 1942 (1 of 2)
  - Contractual Set-Up
    - Structure Flow Chart
    - General Site Plan
  - General Orders, 1942
    - Ordnance unit training center activated August 1942
  - Plant Memorandums, 1941
  - Plant Memorandums, 1942
- Folder 3: Historical Report I, August 1941- December 1942 (2 of 2)
  - Plant Memorandums, 1942
  - Post Bulletins
  - Letters Relative to the Termination of Contract with General Tire Engineering Company
  - Cost Estimates and Statements for Vicksburg Engineer
  - August 17, 1942 Conference Notes
  - Activation Letters
  - Personnel Allotment Requests and Assignments
  - Organization Charts
- Folder 4: Historical Report II, August 1941-December 1942 (1 of 2)
  - Contractual Set-Up
    - Structure Flow Chart
    - General Site Plan

- General Orders, 1942
  - Organization chart
- General Orders Ordnance Unit Training Center, 1942
  - Unit Activations
- Plant Memorandums, 1941
- Plant Memorandums, 1942
  - Adoption of 24 Clock System
- Folder 5: Historical Report II, August 1941-December 1942 (2 of 2)
  - Plant Memorandums, 1942
  - Post Bulletins, 1942
  - Letters Relative to termination of contract with General Tire Engineering Company
  - Cost Estimates and Statements for Vicksburg Engineer contract
  - August 17, 1942 Conference Notes
  - Memoranda
  - Organization Charts
- Folder 6: HQ General Orders #1-31, January-October 1945
  - Command
  - Discontinuance and Disbandment of Training Units
  - VE Day Ceremony
  - Establishment of Maintenance Division
- Folder 7: HQ General Orders #1-69, January-December 1944
  - Command
  - Disbandment of Units
  - Organization of Units
  - Redesignation of Units
  - Off Limits
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 8: HQ General Orders, 1942-1944
  - Command
  - Organization and Disbandment of Units
  - Inactivation of Units
  - Activation of Ordnance Units
  - Off Limits
  - Designation of Area
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 9: Training Center General Orders #1-15, August-December 1942
  - Activation of Ordnance Unit Training Center
  - Unit Activations
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 10: Training Center General Orders #2-33, January-December 1943
  - Unit Activations
  - Unit De-Activation
  - Organization of Ordnance Units

- Redesignation of Ordnance Companies
- Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.

➤ **Box 3: Administrative Memoranda**

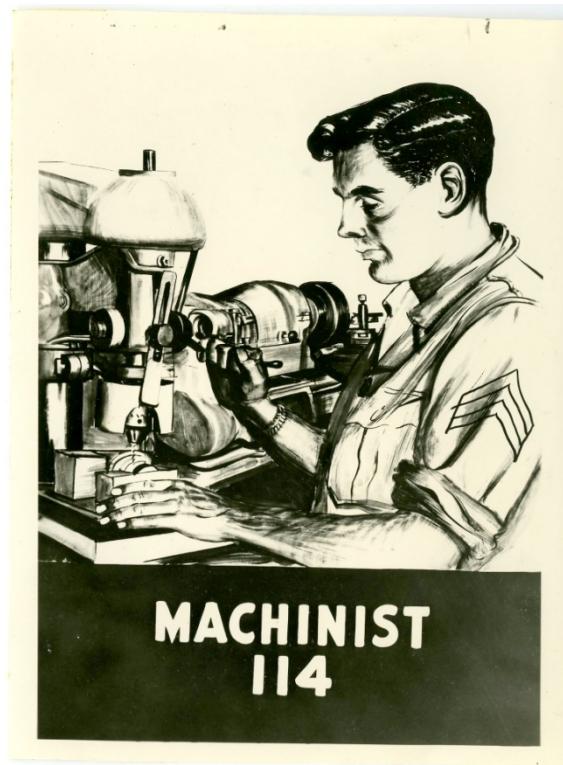
- Folder 1: Mississippi Ordnance Plant
  - Historical Report up to December 1942
- Folder 2: Post HQ Administrative Memoranda, June 1943-June 1944
  - Each functional and troop unit must prepare a quarterly historical report
  - Attachment of Units to Training Groups
  - Operating Procedures for Ordnance Property
  - Salvage activities
  - Administrative Officer of the Day
  - Duty Officer
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 3: Post HQ Administrative Memoranda, June 1944-December 1944
  - Fiscal Procedures
  - Attachment of Units to Training Groups
  - Reduction of Enlisted Personnel
  - Discharges
  - Status of Units
  - Promotion and Awards Board Establishment
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 4: Post HQ Administrative Memoranda, January-October 1945
  - Transportation Facilities
  - Federal Employees Pay Act 1945
  - Officer of the Day
  - Guard and Security
  - Security Plan
  - Property Inventory
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 5: Administrative Memoranda, January-September 1945
  - Training Record
  - Unit Personnel Officers
  - Promotion of Privates to First Class
  - Training Tests
  - Trade Proficiency Testing Program
  - Training for Enlisted Men Returned from Overseas
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 6: Training Center Administrative Memoranda, August-December 1944
  - Promotion Policy
  - Reduction of Enlisted Personnel

- Fiscal Procedures
- Screening Tests
- Discharges
- Guard Duty
- Field Training
- Attachment of Units to Training Groups
- Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
- Folder 7: Training Center Administrative Memoranda, January-July 1944
  - Procurement Policies
  - Officer Requirements
  - Attachment of Units to Training Groups
  - Training Record Cards
  - Status and Pay of Enlisted Personnel
  - Procedures for Ordnance Property
  - Salvage Activities
  - Reporting Officer Duty Codes
  - Officer Candidate School
- Folder 8: Training Center Memoranda #1-49, January-November 1943
  - 24 Hour Clock System
  - Physical Fitness Program
  - Absence of Personnel from Units in Training
  - Requisitions for Personnel Replacements
  - Use of Government Transportation
  - Administration Center
  - Interior Guard Duty
- Folder 9: Training Center Memoranda (Unnumbered), January-December 1943
  - Efficiency Reports
  - Temporary Operating Procedure
  - Furloughs
  - Vehicle Policies
  - Training Requirements
  - Reduction in Field Rations
  - Discharge of Enlisted Men
  - **Correspondence with POWs**
  - Supervision of mess and elimination of waste

➤ **Box 4: Bulletins, Memoranda**

- Folder 1: Staff Officers Informational Bulletin #1-70, January-September 1944
  - Daily Bulletins
    - Assignments of Officers
    - Policies about enlisted personnel and individual units
- Folder 2: Inter-Office Memoranda, November 1942- December 1943
  - Civilian Nurses
  - Post Surgeons
  - Health of Troops
  - Rubber Stamp Requests
  - Building Vacancies

- Results of Third War Loan Drive
- Air Raid Blackout
- Efficiency Reports
- Daily Bulletin Requests
- Errors in Sick Books
- Folder 3: Outgoing Memoranda, January-December 1943
  - Narrative Report for November
  - Absence during duty hours
  - Units Departed
  - Revision of Post Regulations
  - Inspection Report
- Folder 4: Hospital Memoranda, January-December 1944
  - Request for Publications
  - Monthly Staff Conference
  - Proposed By-Laws of the Officers Club
  - Assignment of Buildings
  - Signs for Station Hospital
  - Release of Patient
  - Tools
  - Matters of Historical Value
  - Report of Overage and Shortage, Medical Supply Property
  - Setup for new telephone activity
  - Replacement of Hospital Equipment
  - **Location of Wards for Colored Soldiers**
  - Flu Warning



# GADSDEN ORDNANCE PLANT (GADSDEN, AL)

## *Brief History*

The Gadsden Ordnance Plant was completed August 9, 1941 and dedicated on October 9, 1941 as an ordnance plant for the forging and machining of H.E. 105mm M1 shell. The government later added heat treating shell to this original plan. The location of the plant was ideal for water, electric, gas, and most importantly, the railroad. The plant contracted two major steel companies and those companies subcontracted about 20% of the work. The Gadsden Ordnance Plant was successful in developing a lightweight forging for their ammunition. The plant consisted of two major work spaces where shell was produced, a Forge Shop and a Machine Shop. These shops and their processes can be seen in a series of 35 photographs and 20 drawings accompanied by a detailed explanation of each step of production. The records do not indicate anything about the years after 1942.



25-30% of the workforce at Gadsden Ordnance Plant was African American. This can also be seen in the photographs concerning the forge shop and machine shop, as African American men are photographed operating machinery in the plant. While there is no mention of women in the records discussion of the labor force, there are women pictured in the photographs, specifically in the machine shop inspection process. The records note that there was little problem with labor and labor turnover, as workers were paid fairly and awarded quarterly bonuses. In 1942, the Selective Service Act began to deplete the workforce and the plant had a hard time coming back to full production. The workers also voted in the American Federation of Labor, a huge shift from the early days of the Ordnance Plant where labor unions were not welcomed.

# GADSDEN ORDNANCE PLANT (GADSDEN, AL)

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Historical Files, 1941-1942; Gadsden Ordnance Plant

**Boxes:** 1, LGA-R

**Entry:** 0007

## ➤ Box 1:

- Folder 1: History of Gadsden Ordnance Plant Chapters 1-9, 1940-1942
  - Forging and machining of shell H.E. 105mm M1
    - Later the government added heat treatment for all shells
  - Two prime contracts—subcontracts for 20% of the work
  - List of costs, structures, organization chart
  - Plant Protection
  - Success in developing a lightweight forging
  - Charts of production, employment, and costs
  - Aerial photograph of Gadsden Shell Plant
  - Labor and public relations
  - Motor Vehicle Department
- Folder 2: History of Gadsden Ordnance Plant Chapters 10-16, 1940-1942
  - Railroad Transportation
    - **Photograph** (figure 11)-present bulkhead of train shipments
  - Utilities
  - Forge Shop Procedure
    - **9 photographs** (figures 12-19) showing the procedure step by step: loading rail cars, loading slugs into a gas fed refractory furnace, shaping of slugs, machine and operators, corner rolling operation, mechanical stop and press operator, forging marked with a letter code machine and operator, soaking pit
  - Machine Shop Procedure
    - **26 photographs** showing the procedure step by step: horizontal centering machines, tool drawings, down acting presses, heat treating furnaces, quench tank, cooling tower, bore, face, and chamfer the nose, finish turn, facing the base and removing the boss two tools, finishing, drilling machine, knurling and stamping machine, inspection process, various stages of production and finished product
  - Scrap procedures and charts of scrap tonnage
  - Souvenir Program of the Dedication Ceremonies of the Gadsden Ordnance Plant (October 9, 1941)
  - Army and Navy "E" award to Lansdowne Steel and Iron Company
  - Contract with Lansdowne Steel and Iron Company and Gadsden Ordnance District
- Folder 3: Orders and Memoranda, 1941-1942
  - Letters with Lansdowne about contract, tool requirements, and all areas of production
  - Post Regulations
  - Transportation problems

- Labor supply problem
- Control of scrap, salvage, and excess property
- Keep discussion of work to a minimum, especially with outsiders
- Telephone and mail service concerns



# OHIO RIVER ORDNANCE WORKS (HENDERSON, KY)

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## *Brief History*

The Ohio River Ordnance Works, located in Henderson, Kentucky, began work producing anhydrous ammonia to ship to ammunition producers on October 16, 1946. The anhydrous ammonia was shipped primarily to the Kentucky Ordnance Districts, but it was also shipped to other ammunition producers in the area. The production of anhydrous ammonia was quite successful and maintained high levels of performance until late 1948 when coke used to make ammonia became extremely limited. The Ohio River Ordnance Works used what they could of by-product coke and what they could use out of their storage stockpile, but it was still not enough to recover production. The plant also had trouble maintaining tools and machinery until a Preventative Maintenance Program was put into place. This helped improve plant conditions and workplace efficiency, but in March 1950 an Integrating Committee was put into place to oversee the termination of the Ohio River Ordnance Works. The production of anhydrous ammonia was ceased on April 20, 1950 and on May 4, 1950 the Ohio River Ordnance Works was turned over to Spencer Chemical Company.

Labor relations were the biggest problem for the Ohio River Ordnance Works. Labor Unions wanted higher wages and were constantly negotiating. These negotiations often stopped production which was damaging to the schedules of the Ordnance Works. The schedules were able to recover somewhat, but labor disruptions were on a constant cycle. There is also evidence of employee grievance procedures, which allowed employees a formal place to raise complaints about workplace concerns.

# OHIO RIVER ORDNANCE WORKS (HENDERSON, KY)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Records, 1941-1950; Ohio River Ordnance Works

**Boxes:** 1, LGA-R

**Entry:** 0013

## ➤ **Box 1: Records of the Ohio River Ordnance Works**

- Post Diary:
  - Production costs—anhydrous ammonia
  - Monthly Report of Activities
    - July 1948-June 1950
  - Lists of visitors
  - Work on machinery in order to maintain production levels
    - Preventative maintenance program—improved conditions of the plant
  - Inspection Reports
  - Limited amount of coke to produce ammonia—have to reach into stockpile, thus reducing it and its reliability in emergency
  - In March 1950 an Integrating Committee was appointed for the purpose of planning an orderly and systematic termination of Ordnance activities at the Ohio River Ordnance Works
  - Production of anhydrous ammonia stopped on April 20, 1950
  - May 4, 1950 Ohio River Ordnance Works was turned over to Spencer Chemical Company
- Post Regulations Booklets (2)
- Folder 1: Plant Data Book, 1946-1950
  - Annual General Plant/Works Information
  - Organization Chart
  - Plant Map
  - Atmospheric Nitrogen Corporation Investigation as to the land area and nearby military facilities
  - Persons to contact
- Folder 2: Reports, 1949
  - Monthly Report of Activities
    - May 1950: the final summary
    - See Post Diary
- Folder 3: General Orders, 1946-1948
  - Assumption of Command
  - War Department designates Ohio River Ordnance Works as a Military Reservation
- Folder 4: General Orders, 1949-1950
  - Assumption of Command
- Folder 5: Administrative Memoranda, 1949-1948
  - Holiday leave
  - Correspondence Procedure
  - Hours of Duty
  - Conservation of fuel, oil, gasoline, and gas

- Plant Security and Protection
- Efficiency Ratings
- Medical Services
- Control of Communication
- Folder 6: Administrative Memoranda, 1949-1950
  - Disposition of Records
  - Security of Classified Documents and Information
  - Correspondence
  - Organization Chart and Text
  - Leave Regulations
  - Employee Grievance Procedure
  - Salary Administration
- Folder 7: Administrative Memoranda
  - Holiday Leave
  - Wage Administration
  - Correspondence Procedure
  - Plant Security
- Folder 8: General Orders, 1943-1945
  - Assumption of Command
  - Dismissals
  - Committee for Suggestions established
- Folder 9: General Orders
  - Assumption of Command
  - Dismissals
  - Field Auditors Personnel
  - Holiday leave
  - Use of Government owned vehicles
  - Hours of Work
  - Quarterly Report of Funds
  - Channels of Communication
- Folder 10: General Orders, 1941-1942
  - Assumption of Command
  - Dismissals
  - Field Auditors Personnel
  - Holiday Leave
  - Motor Vehicle Transportation Instructions
  - Reports Section set up
  - Channels of Communication

# HOLSTON ORDNANCE WORKS (KINGSPORT, TN)

## *Brief History*

Holston Ordnance Works, located in Kingsport, Tennessee, began producing RDX and Composition B on April 29, 1943. Before it officially became Holston Ordnance Works, the Tennessee Eastman Corporation was asked by the Chief of Ordnance if it would be interested in developing a recovery of weak acetic acid and the manufacture of acetic anhydride. Tennessee Eastman began research and development in late 1942. This yielded the successful production of RDX. These developments, in combination with the construction of new facilities at Tennessee Eastman's Kingsport plant, paved the way for a government contract for Holston Ordnance Works. The plant was up and running by late April 1943, but it immediately encountered problems with the delivery of critical materials which slowed initial production. The government expedited their claims and Holston Ordnance Works was able to overcome this initial lag in production. In fact they were able to stay on track and produce at high levels, earning them several Army-Navy E Awards, for the rest of their government contract. Holston Ordnance Works developed effective methods of producing RDX and Composition B pellets. Their achievement in chemical research and development surpassed other ordnance facilities, and they were able to advise other districts on their methods and procedures. The plant continued to produce RDX and Composition B pellets until August 6, 1945 when the Chief of Ordnance cut its production down to one line. At this point it began to transition to a standby facility while completing the termination process. On August 15, 1945 Holston Ordnance Works was terminated. From this point forward, Tennessee Eastman shut down the facility and inspected, repaired, and prepared the equipment for long-term storage. On November 18, 1945 the government contract with Tennessee Eastman Corporation was completed, and the facilities of Holston Ordnance Works became private property again.



Holston Ordnance Works employed women throughout its history, and the photographs of the facilities and the processes of making RDX and Composition B include photographs of women working on assembly lines. Women were also heavily employed in the Medical Department as nurses and

assistants. There was a women's dormitory that was filled to capacity for most of the peak years of Holston Ordnance Works. African American men were also employed, as evidenced in the photographs of the assembly lines. There is also evidence of absenteeism in the beginning, but Holston was able to persevere by paying high wages and granting leave. The largest problem indicated by the records was a lack of supplies at the beginning and at the end of production at the plant. The government placed demands on them that they could not meet because of inadequate supplies for emergency mobilization. The plant was highly involved in the community around them. They participated in Red Cross and Community Chest drives, but perhaps the greatest accomplishment was that the employees had 100% participation in buying War Bonds. Month after month Holston Ordnance workers bought bonds well into 1945.



# HOLSTON ORDNANCE WORKS (KINGSPORT, TN)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Formerly Classified Decimal Files, 1942-1950; Holston Ordnance Works

**Boxes:** 1-2, LTA-S

**Entry:** 0023

➤ **Box 1:**

- Folder 1: Coded Registered Mail, 1942-1944
  - Mail Procedures
  - List of Papers—serial number, from, date, to, synopsis
- Folder 2: Miscellaneous Reports, 1942-1943
  - Building numbers
  - Schedule of metal requirements by month
  - Quarterly inventory
  - Report of trip to Picatinny Arsenal
  - Sensitivity Program changes
  - RDX Specification Conference minutes
- Folder 3: Confidential File
  - Sketch of Accident Site—Plant B Burning Ground
  - Report of explosions
    - Chemical explosions
    - No interruptions to production
  - Report of Fire
    - Sketch of Electrical Maintenance Shop destroyed by fire
    - Sketch of paint shop destroyed by fire
  - Production during blackouts
- Folder 4: List of Bidders Disqualified, etc., 1947 and 1950
  - Confidential list of suspended, disqualified, debarred, or ineligible for government contracts
  - Contracts certified for **suspected fraud**
- Folder 5: Subversive Activities, 1946-1950
  - Propaganda of subversion
  - Communist Party, USA Reaction to Korean Situation
  - Communist and Labor Union plans for celebrating May Day
  - Disposition of Subversive and Disaffected Personnel
  - Availability of Maps and Aerial Photographs
  - Propaganda Publications
- Folder 6: Funds, 1946-1950
  - Funding for High Explosives
  - Policy for Preparation and Submission of Budget Estimates
    - Sample forms
  - Repairs and Utilities Cost Accounting
  - Justification of Fund Requirements
- Folder 7: Classified Contracts, 1947-1948
  - List of bidders to whom awards will not be made

- Report of Classified Contracts
- Folder 8: Personnel, Civilian, and Enlisted, 1946-1948
  - Officers or enlisted men having suspended sentences to dismissal or dishonorable discharge
  - Working hours
  - Warrant Officers for Counter Intelligence Corps
  - Survey of Critical Personnel
  - Field Instructions: Domestic Positive Intelligence Manual, 1947
  - Counterintelligence Investigative Reports
  - Intelligence Directives
  - Standard of Efficiency
  - Discharge of Subversive Civil Service Personnel
  - Subversive Publications
- Folder 9: Personnel, 1949-1950
  - Replacement of Military by Civilian Policies
  - Selection of Personnel for Guerrilla Warfare
  - Suspensions under Public Law 733
  - Procedure for handling cases of alleged perversion
  - Conduct of Officers
  - Report of Civilian Manpower Requirements and Recruitment
  - Clearance of Personnel
- Folder 10: Administration, 1946-1948
  - Post Exchange Policies
  - Foreign Intelligence Information
  - Investigations of Civilian Components of the Army
  - Discontinuance of Weekly Intelligence Survey
  - Army Ground Forces Intelligence Policy
  - Classification of Reports on Personnel
- Folder 11: Confidential Reports—Technical
  - Impact Sensitivity of Composition B
  - Sensitivity Program Outlined by Holston Ordnance Works
  - Summary of Sensitivity Data
  - Impact Tests of Composition B
  - Picatinny Arsenal Technical Report, 1943
  - British Report: Destruction of RDX by Alkali
  - Meeting of Composition E Viscosity Committee
  - Sensitivity of Composition B to initiation by friction and impact Report
  - Comparison of five, ten, and fifteen pound steam in the manufacture of Composition B
  - Effect of Heat on Composition B
  - High Temperature Stability of Composition B
- Folder 12: Miscellaneous Reports, 1942-1949
  - Annual General Inspection
  - Security Surveys of Class II installations
  - Minor Irregularities and Deficiencies
  - Construction Activity
  - Recommendations of Inspector General
  - Inspection of Contracts

- o Folder 13: Holston Defense Corporation Reports, 1949-1950
  - Transmittal of NDRC Report
  - Intelligence Reports
  - Cost and Progress Reports
  - List of Classified OSRD Reports
  - Request for Technical Reports
  - Progress Report of Developmental Laboratories
  - Report of Composition Conference
  - Report of Travel
- o Folder 14: Officers, 1949-1950
  - Training Memorandum No. 1
  - Interim Mobilization Training Program
  - Security Clearance
  - Strength Reduction of Non-Regular Officers on Extended Active Duty

➤ **Box 2:**

- o Folder 1: Conferences, 1949
  - Minutes of Post Safety Council Meetings
  - Minutes of Engineer Field Safety Meetings
  - Minutes of Commanding Officers Conference
  - Minutes of Staff Meetings
  - Transportation Officers Conference
  - Safety Conference
  - Repairs and Utility Cost Accounting Conference
  - Industrial Property Conference
  - Accident Prevention Conference
  - Land Management Conference
  - Magnesium Nitrate Process Meeting
  - Meetings of Property and Fiscal Officers
  - Third Army PIO Conference
  - Report of Conference on Vehicle Use and Maintenance
  - Salary and Wage Administration/Training Conference
- o Folder 2: National Defense, 1947-1950
  - Ordnance Intelligence Summary, 1950
  - Security of Installations
  - Visual depictions of Defensive Installations
  - Security Classification Map
  - List of Vital Installations
  - Procedure for Release of Information
  - Security Clearance
  - Reporting of Unconventional Air Craft
  - Access of FBI to Vital Industrial Plants
  - Control of publications at Army Installations
  - Information concerning Thermonuclear Weapons
  - Dissemination of **Atomic Energy Information**
  - Security Measures
- o Folder 3: Security Surveys, 1949-1950
- o Folder 4: Supplies, 1948-1950

- Demilitarization of Military Equipment prior to its sale to foreign countries
- Request to borrow
- Sale of Brass Scrap
- Distribution of Regulated Items of Equipment
- Folder 5: Vehicles, 1948-1950
  - Rail Facilities
  - Vehicles for Emergency Transportation
  - Physical Inventory of Motor Vehicles
- Folder 6: HDC (Comp B, etc), 1948-1950
  - Radar Sites for Aircraft Control
  - Ammunition Mobilization Study
  - Composition B policies and procedures
    - Process flow sheet and charts
    - Production Schedule
    - **Shipping to Los Alamos**
  - Raw materials reports
  - Analysis of Special Shipment Samples
  - Models of Machinery
- Folder 7: Buildings and Grounds, 1947-1948
  - Policy on Eviction of Tenants
  - Policy on Retention of Family Housing for Personnel on Duty with Civilian Components
- Folder 8: Visit of Foreign Nationals, 1950
  - Canada, Britain
  - Research and development visits

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Historical Reports, 1942-1950; Holston Ordnance Works

**Boxes:** 1-3, LTA-S

**Entry:** 0023

➤ **Box 1: Historical Reports, 1941-1944**

- The historical reports all contain the history of Holston Ordnance Works from Tennessee Eastman Corporation to research and develop of acetic acid for production
- Folder 1: 1941-1942
  - Organization Charts
  - Schedule and Progress Report for All Engineering Work Charts
- Folder 2: 1942- June 1943
  - Major problems securing required equipment and critical materials
  - Increasing employment
  - Schedule and Progress Report for All Engineering Work Charts
  - Beginning of permanent work of Holston Ordnance Works on April 17, 1943 and on April 29, the initial operation of the first production line commenced
  - Employing significant amounts of **women**
  - Homes being constructed for Ordnance employees
  - Purchase Orders Placed
  - Production Statistics
  - Lost Time Injury Record

- Transportation set-up to get employees to and from work during all operating shifts
- **Photographs (8)** of initiation ceremony for first line of production
- Plant B began production on May 27, 1943
- Development of a recreational program
- Employment Schedule Charts
- Folder 3: September-October 1943
  - **Photograph** of the works manager of Tennessee Eastman Corporation
  - **Photograph** of the commanding officer of Holston Ordnance Works
  - Visit from the National Defense Research Committee
    - Told the work will hasten the end of the war
  - **Photographs (2)** of anhydrous ammonia tanks
  - Production Statistics
  - Employment Schedule Chart
  - Time Injury Record
  - Receiving Reports Chart
  - **Photograph** of Assistant Works Manager of Holston Ordnance Works
  - **Photograph** of General Superintendent of Production of Holston Ordnance Works
  - In October 1943 the attention was turned towards expansion
  - Constant research and adjustments to find the best production method and to get the best product
  - **Photograph** of X-Ray apparatus in Medical Department Building
  - **Photograph** of Medical Building
- Folder 4: October- December 1943
  - **Photograph** Office Manager of Holston Ordnance Works
  - **Photograph** of Executive Assistant to the Works Manager
  - End product is Composition B for Army and Navy Requirements, foreign governments, and Composition B-2 for Navy Department
  - **Photograph** of Superintendent of Explosives Division with an RDX Reactor Control Board
  - **Photograph** of Reactor Platform
  - Production Statistics
  - Summary of Operations and Operating Data for each unit
  - **Photograph** of Army and Navy Production Award
  - **Photograph** of Chief Engineer of Holston Ordnance Works
  - **Photograph** of Superintendent of the Chemical Control Division
  - Breakdown of Personnel
  - **Photograph** of RDX Sensitivity Machine
  - **Photograph** of Laboratory
  - **Photograph** of facility that makes Composition B from RDX
- Folder 5: January-February 1944
  - Summary of Operations
  - RDX operating data
  - Composition B operating data
  - Primary Distillation operating data
  - Acid Concentration operating data
  - Summary of Chemical Analysis

- Medical Department data
- Fiscal Statistics
- **Photograph** of Commanding Officer Estate
- **Photograph** of magazine located in Solitude Area
- **Photograph** of protective fence surrounding Area B
- Requesting **deferments for men** of age to be drafted by Selective Services Act
- Source of Manpower
- Breakdown of personnel and terminated employees
- Folder 6: December 1943- March 1944
  - Placing **women in men's jobs** as the war creates labor shortage
  - Explosions accidents shut down operations for days in order to inspect and repair
  - **Photograph** of protective fence surrounding Area B
  - **Photograph** of magazine located in Solitude Area
  - Material Consumption Conversion Cost Summary
  - Summary of Operations and Operating Data for each unit
  - Salary and Wage Statistics

➤ **Box 2: Historical Reports, 1944-1945**

- Folder 1: March- May 1944
  - Photograph of Administration Building, Area B
  - Personnel data
    - **3.2% increase in colored employees**
    - Source of Manpower map
  - Summary of accidents and injuries
  - Summary of Operations and Operating Data for each unit
  - **Photograph** of Superintendent of the Shops and Maintenance Division directing construction
  - **Photograph** of a plate for a fractioning column showing the bubbling cups in place
  - Absenteeism decreased sharply
  - **Photograph** of Purification Building in Area B
  - **Photograph** of Laboratory in Area B
- Folder 2: May-July 1944
  - Emergencies in Area A caused lost time
  - Summary of Operations and Operating Data for each unit
  - Personnel Data
  - Summary of accidents and injuries
  - **Photograph** of Guard Force in Area B
  - **Photograph** of Office Manager of Holston Ordnance Works
  - Fiscal Statistics
  - **Photograph** of Steam Plant in Area B
  - **Photograph** of the Medical Laboratory
  - Rigorous Job Training program is described
  - Letter from the Works Manager about the Fifth War Loans Drive
  - **Life Magazine photograph** of Composition B from Holston to Japan
- Folder 3: July-September 1944
  - **Photograph** of Superintendent of the Payroll and Office Services Division
  - Summary of Operations and Operating Data for each unit

- **Photograph** of an Addressograph Operator inscribing bonds
- **Photograph** of original and improved Automatic Transporter Trucks
- Continued improvements to production
- **Photograph** of Presentee Bulletin Board
- Mobile medical unit put into practice
- **Photographs (2)** of Mobile Medical Unit
- Source of Manpower Map
- **Photograph** of Superintendent of the Plant A division
- Operating Hours Lost by Location Chart
- **Photograph** of new barricades at the Burning Ground in order to improve safety
- **Photograph** of the Diversion Bar that separates the North Fork from the South Fork of the Holston River
- Folder 4: October-December 1944
  - Newspaper Clippings about war explosives being made by Holston Ordnance Works
  - **Photograph** of the Cottages in the Staff House Area
  - **Photograph** of the “Accident Record” scoreboards for employees to keep track of safety
  - Source of Manpower Map
  - Summary of Operations and Operating Data for each unit
  - Extension of contracts
  - Employees now able to submit suggestions regarding safety
  - **Photograph** of an employee receiving an award for his suggestion of improving the methods of his operation
  - **Photograph** of Building 330 which was developed by Holston Engineers and saves money/time
  - 100% participation in War Bond Purchasing
  - Explanations of Recreational activities and facilities
  - **Photograph** of Guard Forces
  - **Photograph** of Women’s Softball Team
  - **Photograph** of the “banding operation” in the N building, which is the end of the line of production for Composition B
- Folder 5: January and August 1945
  - Process Improvement Progress Report
    - Process improvement work being carried out by the Chemical Control Division
    - Greater safety, increased production, improved quality, and lower costs
    - Effect of Temperature History of Hexamine Solution on RDX Yield Chart
    - Effect of Acetamide on RDX Yield Chart
    - Effect of Ammonium Nitrate Usage on RDX Yield Chart
    - Solubility Data Charts
    - Other Uses of RDX
    - Vapor Liquid Equilibrium Diagram
  - The Preparation of DINA by a Continuous Process
    - A process for refining the crude material
    - Variables Affecting Yield and Quality
    - **Photograph** of Laboratory Continuous Reactor

- Purification of DINA
- Analytical Methods

➤ **Box 3: Historical Reports, 1945-1946**

- Folder 1: December 1944-February 1945
  - Change of Contract with Tennessee Eastman
  - **Photograph** of Pay Day Line
  - Personnel Data
  - Summary of Operations and Operating Data for each unit
  - **Photograph** of the Clothing Store
  - Preparations for Termination of both employees and excess government land
  - Departments continue to be reduced and consolidated
  - **Photograph** of female chauffeurs for the Mail Room, Car Pool, and Shuttle Service
  - **Photograph** of the inter-plant railway system carrying the raw materials for Composition B
    - Includes negative
  - **Photograph** of TNT unloading docks
  - **Photograph** of Hexamine being unloaded from a box car
- Folder 2: February-April 1945
  - Source of Manpower Map
  - Summary of Operations and Operating Data for each unit
  - Personnel Data
  - Finance and budget estimates
  - Production Reports
  - **Photograph** of Commanding Officer of the Holston Ordnance Works
  - New Safety practices put into place to make accidents rare
  - **Photographs (3)** of the operations of Building D
  - Organization Charts
- Folder 3: April-June 1945
  - **Photograph** of Commanding Officer of the Holston Ordnance Works
  - Two years of operation in May 1945 and coincides with VE Day
    - Honored for their great work in the production of Composition B and explosives
  - **Photograph** of Area B
  - Summary of Operations and Operating Data for each unit
  - Finance and budget estimates
  - Production Reports
  - **Photograph** of Building E
  - **Photograph** of pumps outside of Building E
  - Source of Manpower Map
  - Personnel Data
  - **Photographs (2)** of Building G
    - Work on a confidential explosive project
- Folder 4: June-August 1945
  - Personnel Data
  - Excess material being shipped to other Ordnance Districts or back to the government

- **Photographs (3) of Building H**
- Summary of Operations and Operating Data for each unit
- Finance and budget estimates
- Production Reports
- Laboratory work on DINA, a new explosive, is almost complete
- On August 6, 1945 Composition B production was cut to one line and the rest of the lines to be in standby condition
- New insurance plan for accident and sickness offered to employees
- Reduction in Personnel—transferred to main Tennessee Eastman plant
- **Photograph** of operations in Building K
- **Photographs (3) of TNT melting kettles**
- **Photograph** of Building H
- Deactivation Organization
- Cleaning, decontamination, and final preparation for standby in all buildings not being used
- Organization Chart
- Folder 5: August1945- June 1946
  - On August 15, 1945 Holston Ordnance Works was ordered to stop production
  - Personnel Data
  - Summary of Operations and Operating Data for each unit
  - Finance and budget estimates
  - Production Reports
  - **Photograph** of Composition B pellet cooling
  - **Photograph** of tote box filled with Composition B
  - **Photograph** of operations in Building N
  - **Photograph** of a trailer transporting Composition B
  - **Photograph** of loading docks
  - **Photograph** of pallet loads of Composition B
  - Deactivation Department to deal with preparing the plant for standby and storage
  - Exit interviews were given to employees through Clinton Engineer Works and Eastman Kodak
  - Deactivation Organization Chart
  - On November 18, 1945 the contract between Tennessee Eastman and the US Government was completed and all standby and storage passed into the hands of the Ordnance Department
  - Sold all recreation property and the funds were given to the Red Cross
  - **Photographs (2) of Army Navy E Award**
  - **Photographs** of reservoir hill before and after soil erosion control work

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Formerly Classified Subject Files, 1943-1950; Holston Ordnance Works

**Boxes:** 1, LTA-S

**Entry:** 0023

➤ **Box 1:**

- Folder 1: Army Service Forces Manual M904
  - Identification Roster of Classified Material to Control Release of Military Information (August 7, 1944)

- Pictures of classified materials
- Folder 2: Civilian Memoranda, 1943-1945
  - Civilian Training Policy
  - US Compensation Law
  - Organization of Holston Ordnance Works
- Folder 3: Programs and Policies, 1950
  - Withdrawal Notice
- Folder 4: Declassification Letters, 1946
  - Declassification and Reclassification of:
    - Certain ammunition and correspondence about ammunitions
    - Ordnance automotive equipment
    - Technical reports
- Folder 5: Hazards to the Health of Individuals working with RDX (B)
  - National Defense Research Committee Report
    - Skin lesions from exposure to fumes
    - Systemic toxicity from fuse
    - Tested using men and women who had not been exposed to the fumes
    - Also tested animals for an extended period of time
    - Method developed for estimation of RDX in biological materials
    - Recommendation for workers
- Folder 6: General Orders, 1945 and 1949-1950
  - Assumption of Command
  - Holston Ordnance Works Regulations published
  - General and Special Orders for Firefighters and Guards
  - New Wage Rate Schedule
- Folder 7: Memoranda, 1949-1950
  - Duty Officers
  - Personal Policy for Civilian Employees
  - Holiday Leave
  - Various Ordnance Policies for Employees- pay, recreation, hours, living inspections etc.
  - Hearing of Complaints
  - Utilities Utilization—conservation
  - Present Military Assignments
  - Area Clearance Slips
- Folder 8: Nebraska Defense Corporation Meetings on Composition B Melting and Loading, 1943
  - Minutes of Meeting—exchange of information from Holston Ordnance Works production of Composition B
  - Report of Equipment Committee on Composition B Loading
- Folder 9: Redeployment Movements
  - Redeployment Movements Annex B (First Revision), 1945
    - “Revise and supplement existing procedures and establish new procedures for the movement of troops, impedimenta, and supplies as will be required for redeployment of troops during the readjustment period after the defeat of Germany”
- Folder 10: Report of Trip to Washington for Conference

- January 1943—discussion about all aspects of ordnance including safety, equipment, inspection, contracts, ammunition
- Folder 11: Security Policy
  - Classification of RDX
  - Reports to facilitate screening of Officer Personnel
  - War Information Film
  - Discharge of Subversive Civil Service Personnel
  - Loyalty Investigation of Military Personnel
  - Instructions for **German Espionage Agents** in US and Great Britain
- Folder 12: Summary of Incidents and Personnel Investigations, 1943-1944
  - All information on accidents and safety incidents at Holston Ordnance Works
  - All information on investigations of employees or potential employees
  - **Photograph** of Burning Ground incident
- Folder 13: Correspondence pertaining to Information on Personnel of Holston Ordnance Works
  - Security investigations of personnel
  - Intelligence Jurisdiction at Holston Ordnance Works
  - Security Audit
- Folder 14: Special Orders, 1949-1950
  - Leave granted
  - Assignments of Duty
  - Assignment Termination
  - Appointments to positions
  - Investigations
  - Selections for Councils
- Folder 15: Technical Manual “Winter Task Force” 1947
  - Trends in Development—Army Ground Forces

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Daily Resume of Activities, 1946-1950; Holston Ordnance Works

**Boxes:** 1-3, LTA-S

**Entry:** 0023

➤ **Box 1: Daily Resume of Activities, 1946-1947**

- Each Daily Resume discusses the activities happening at the Holston Ordnance Works and is broken down into Shops, Fire Department, Guard Department, Visitors, Weather
- Folder 1: January- February 1946
- Folder 2: March- April 1946
  - Composition B and Absentee Reports
- Folder 3: May-June 1946
  - Composition B and Absentee Reports
- Folder 4: July-August 1946
  - Ammonium Nitrate Program reactivation by Liberty Power Company
- Folder 5: September-October 1946
  - Continued Ammonium Nitrate Program reactivation
- Folder 6: November-December 1946
  - Holiday leave
  - **Women employed** by Liberty Power Company in Ammonium Nitrate Program

- Shortage of supplies, so storage was necessary to stockpile
- Ran out of ammonia at several points
- Holston Ordnance District Planning Board's first meeting
- Folder 7: January-February 1947
  - Shortage of tank cars for Ammonium Nitrate Program—slower production
- Folder 8: March-April 1947
  - Deactivation of plant
- Folder 9: June-July 1947
  - Very limited to no shipping taking place
- Folder 10: August-September 1947
  - Very limited to no shipping taking place

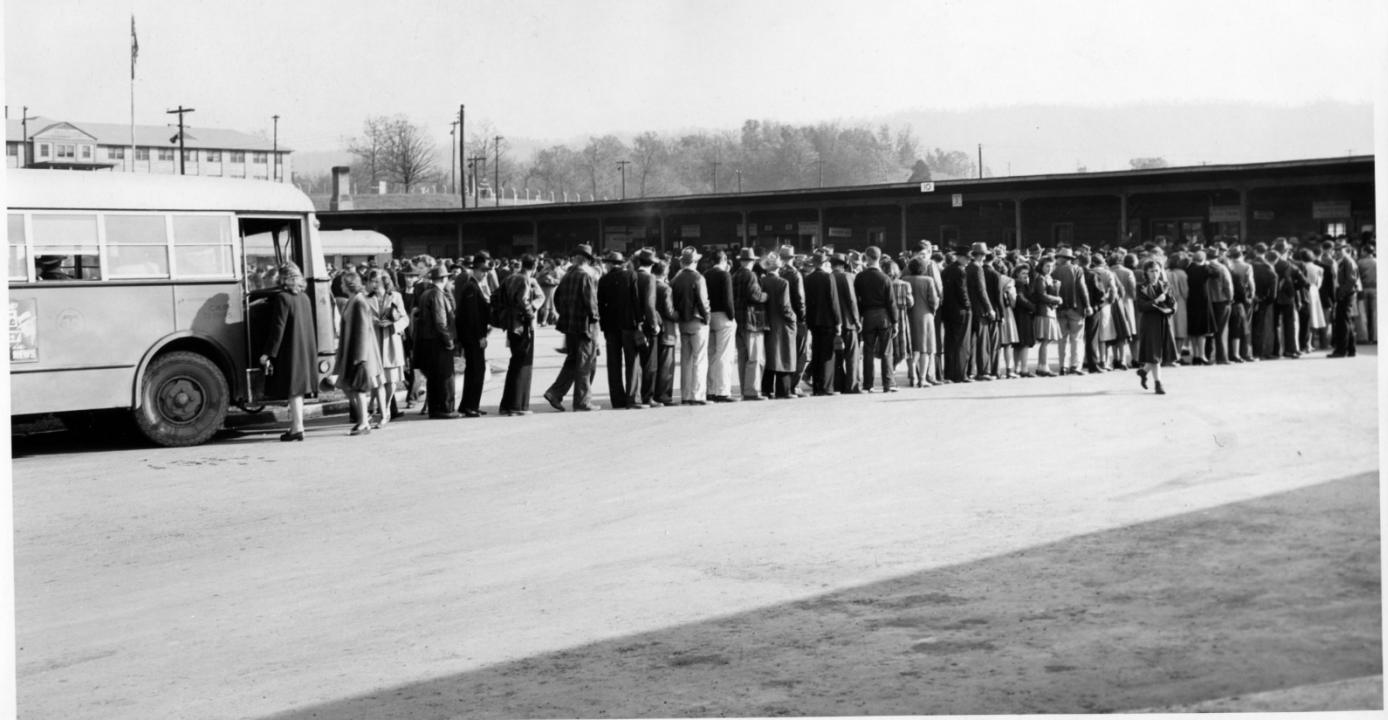
➤ **Box 2: Daily Resume of Activities, 1947-1949**

- Each Daily Resume discusses the activities happening at the Holston Ordnance Works and is broken down into Post Engineer, Ordnance Department, Fire Department, Guard Department, Stores, First Aid, Weather
- Folder 1: October-December 1947
  - work on standby preparation
  - Very limited to no shipping taking place
- Folder 2: January-February 1948
  - Very limited to no shipping taking place
- Folder 3: March- April 1948
  - Collecting samples and testing Composition B
  - Clearing buildings for standby
- Folder 4: May-June 1948
  - Collecting samples and testing Composition B
  - Clearing buildings for standby
  - Very limited shipping
- Folder 5: July-August 1948
  - Collecting samples and testing Composition B
  - Clearing buildings for standby
  - Very limited shipping
  - Repairing equipment for storage
- Folder 6: September-October 1948
  - Collecting samples and testing Composition B
  - Clearing buildings for standby
  - Preparing ammunition for shipment
- Folder 7: November-December 1948
  - Clearing and repairing buildings for standby
  - Collecting and testing samples of Composition B
- Folder 8: January-February 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - Preparing ammunition for storage—temperature readings
- Folder 9: March-April 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - Preparing Composition B for shipping

- Folder 10: May-June 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - Preparing ammunition for storage—temperature readings

➤ **Box 3: Daily Resume of Activities, 1949-1950**

- Each Daily Resume discusses the activities happening at the Holston Ordnance Works and is broken down into Post Engineer, Ordnance Department, Fire Department, Guard Department, Stores, First Aid, Weather
- Folder 1: July-August 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - Inspection of Holston Ordnance Works
- Folder 2: September-October 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
- Folder 3: November-December 1949
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
  - Safety Meetings
- Folder 4: January-February 1950
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
- Folder 5: March-April 1950
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
- Folder 6: May-June 1950
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
- Folder 7: July-August 1950
  - Clearing and repairing buildings for standby
  - Repairing equipment for storage
  - General maintenance
- Folder 8: September-October 1950
  - Repairing equipment for storage
  - General maintenance
- Folder 9: November-December 1950
  - Repairing equipment for storage
  - General maintenance



# BLUE GRASS ORDNANCE DEPOT (LEXINGTON, KY)

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## *Brief History*

The Blue Grass Ordnance Depot, located in Lexington, Kentucky, was created by the Office of the Chief of Ordnance in 1941 as a depot for the storage, maintenance, receiving and shipping of Ordnance material to Ohio and Kentucky. Blue Grass became one of the most important ammunition reserves and storage facilities both during and after World War II. Blue Grass also became important for several support activities, such as health services, property disposal, maintenance for wheeled vehicles, film libraries, and as a photographic agency. The facility was initially owned by the government, but during the war it was contracted by Blue Grass Ordnance Depot Incorporated until 1945, when the government resumed control. Construction started in April 1942 and by October the first lines of production began. The area consisted of 643 acres of rural Kentucky farmland and it was not initially well received by the surrounding community. The large tract of land, in combination with the increasing employment, was believed to spell disaster for the local economy, but Blue Grass was able to contribute to the growth of the Lexington community. The depot leased land to civilian and military families in order to produce crops, prevent weeds, and leave areas for grazing. After World War II, Blue Grass continued to thrive as a facility for the storage, renovation, destruction, and salvage of ammunition. This is evident in the copious amount of Standard Operating Procedures in this series of records. Blue Grass was awarded for their noteworthy renovation programs throughout their history. It continued to be used for the storage of ammunition, but its focus shifted to chemical munitions as they began to emerge as a threat in modern warfare. The facility supported military efforts through the Korean conflict, but the records do not indicate anything major beyond that conflict.

Blue Grass had an Equal Employment Opportunity Policy that guaranteed employment regardless of sex, race, national origin, etc. This was a huge leap ahead of other Ordnance Districts, particularly in the South. It had few employee absentee issues, and there was an established program for employee grievances. This outlet for formal complaints from employees was vital to keeping a satisfied work force. Some employees at Blue Grass leased land on the installation throughout its history. The housing projects were well-utilized because of the strict standards followed in the construction of the homes. The tenants on Blue Grass were focused on using the natural resources of the rural Kentucky land, and they strived to maintain high standards of grounds maintenance. The leased land could be used for row crops and grazing, but Blue Grass was strict about the policies and procedures in order to protect the land from overuse. Blue Grass was also highly involved in health issues. They had monthly circulars from the surgeon about vaccines, diseases, and prevention tactics. The records also indicate that employees of the depot were heavily involved in the surrounding community. In order to ease people's worries about destroying the local economy, Blue Grass participated in Community Chest and Red Cross drives, Boy Scouts, and other small local events.

# BLUE GRASS ORDNANCE DEPOT (LEXINGTON, KY)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Orders and Standard Operating Procedures, 1942-1963; Blue Grass Ordnance Depot

**Boxes:** 1-12, FRC-S

**Entry:** 0015

➤ **Box 1:**

- Folder 1: General Orders, 1951
  - Assumption of Command
  - Reorganization
  - Adequacy of Quarters
- Folder 2: General Orders, 1952
  - Assumption of Command
  - Organization of Certain Branches
  - Reorganization
- Folder 3: General Orders, 1953
  - Assumption of Command
  - Transfer of Field Maintenance Activity
  - Reorganization
  - Redesignation
  - Deactivation
- Folder 4: General Orders, 1954
  - Assumption of Command
  - Establishment of Duty Hours
  - Adoption of Daylight Saving Time
  - Reorganization
  - Transfer of Certain Activities
- Folder 5: General Orders, 1956
  - Assumption of Command
  - Daylight Saving Time
  - Redesignation and Reassignment of Organizational Elements
- Folder 6: General Orders, 1957
  - Assumption of Command
  - Daylight Saving Time
- Folder 7: General Orders, 1959
  - Assumption of Command
- Folder 8: General Orders, 1960
  - Assumption of Command
- Folder 9: General Orders, 1961
  - Assumption of Command
- Folder 10: General Orders, 1962
  - Assumption of Command
  - Temporary Assumption of Command
- Folder 11: General Orders, 1963
  - Assumption of Command
  - Temporary Assumption of Command

- o Folder 12: Publicity, 1952
  - Military Personnel Involved in Accidents
  - Newspaper Clippings and editorials
  - Press Release
  - Construction Program Active at BGOD
  - Information Program on “Cost Consciousness”
  - Public Information Bulletin
  - Cost Consciousness and Manpower Utilization News Release
  - Ordnance Technical Information Program
  - Second Army Public Information Plan
- o Folder 13: Use and Occupancy of Reservation, 1956
  - Hunting and Fishing on Military Reservations
  - **Grazing Leases**
  - **Out leasing of Army Lands for Agricultural Purposes**
  - Attention to Provision #4 of Land Use Regulation
  - Security Check of Contractor Personnel
- o Folder 14: Claims
  - C.E. Cornelison, Bybee Pottery
    - Denied for compensation for damages to pottery kilns during blasting demolitions at Blue Grass Ordnance Depot
    - **Maps of Area**
    - **Photographs**
  - Louisville and Nashville Railroad Co.
    - Claiming to be reimbursed by the government for a derailment that was caused by faulty track at Blue Grass Ordnance Depot
- o Folder 15: Use and Occupancy of Reservation, 1957
  - All **Lessees of Land** at Blue Grass Ordnance must comply with the terms and conditions of lease
  - Specifications of Herbicide
  - Conversion of ammunition storage areas from **agricultural to grazing purposes**
  - Leasing of ammunition storage areas
  - Land Use Regulations
  - Report of Availability for **Outleasing**
  - **Outleasing** of Depot Lands for Agricultural Purposes
- o Folder 16: Misc. Complaints for Which No Claim Filed, 1957
  - Investigation of a Complaint made by Mrs. Flossie Combs
    - Damage to her home from explosive detonations by BGOD
    - Investigation of a Complaint Re: Demolition Activities
- o Folder 17: Annual Report of Medical Department Activities, 1954
  - Purpose is offer industrial medical care
  - General, Personnel, Training, Sanitation, Supplies and Equipment, Inspections
- o Folder 18: Health and Prevention of Disease, 1957
  - Surgeon’s Monthly Letters
  - Occupational Health Service Program
  - Shipments of Influenza Vaccine
  - Guide for Specific Post Exposure Treatment
  - Procedures in Event of Acute Respiratory Disease Outbreak
  - Request for Electrocardiograph Machine

- Annual Report of Medical Services Activity
  - Industrial Medical Program Questionnaire
- Folder 19: Station Surgeon Annual Report, 1960
  - Preventative Medicine Activities
- Folder 20: Conferences, 1951
  - Procurement Conference
  - Seminar on Carloading Techniques by the Association of American Railroads
- Folder 21: Conference, 1952
  - Biling for Field Service Depot Commanders Conference
  - Employee Utilization Conference
  - Civilian Personnel Officer Conference
  - Manpower Conference
  - Training Officers Conference
  - Annual Comptroller Conferences
  - Storage in Transit Meeting
  - Conference Travel
  - Meeting of Governor's Small Business Commission and Businessmen, State of Kentucky
  - Quartermaster Supply Conference
  - Supervisor Development Program Institute
  - Round Table Discussion on Property Accounting for Outside Rebuild Activities
  - Distribution Area Supply Conference
- Folder 22: Conferences, 1953
  - Transportation Motor Pool Management Conference
  - Closed Warehouse Inventory Procedure
  - Inventory of Terre Haute Key Depot Complex
  - Conversion Procedures Conference
  - Army Performance Analysis System Implementation Conference
  - Depot Commanders Conference
  - Army Scrap Disposal Seminar
  - Management Seminar—Ammunition Storage
  - Simplified Supply System Conference
  - Field Service Activity Conferences
  - Ammunition Surveillance Seminar
  - Distribution Area Supply Conference
- Folder 23: Conferences, 1954
  - Ammunition Storage Management Seminar
  - Financial Property Accounting Seminar
  - Property Disposal Conference
  - Conference of Area Ammunition Inspector Personnel
  - Strategic and Critical Materials Conference
  - Depot Commanders Conference
  - Development of Shop Equipment for Processing Antifriction Bearings
  - Army Labor Conferences
  - Seminar in Civilian Personnel Administration for Civilian Personnel Officers
  - Fire Prevention and Protection Conference
  - Public Information Conference
  - Handling of GSA Strategic and Critical Materials

- Decentralized Financial Accounting Conference
- Station Budget and Fiscal Officers Conference
- Area Ammunition Inspectors Conference
- Property Accountability on Items for Demilitarization
- Intelligence Conference
- Railway Car and Motor Vehicle Outloading Seminar
- Distribution Area Supply Conference
- General Supply Storage Management Seminar
- Folder 24: Conferences and Meetings, 1955
  - Reserve Component Training Site Conference
  - Management System Orientation Conference
  - Joint Army, Navy, Air Force Property Disposal Conference
  - Commanding Officers Safety Seminar
  - Safety Seminars for Depot Commanders
  - Depot Commanders Conference
  - Conference of Area Ammunition Inspectors
  - Procurement Conference
  - Distribution Area Supply Conference
  - Legal Assistance Conferences
  - Ordnance Comptroller Conference
  - Ammunition Supply Conference
  - Public Information Seminar
  - Quartermaster Conference
- Folder 25: Conferences and Meetings, 1956
  - Intelligence Officers Conference
  - Protective Services Program Conference
  - Conference of Area Ammunition Inspectors
  - Federal Safety Council Conference
  - Distribution Area Supply Conference
  - Small Business Administration Procurement Workshop Conferences
  - General Supply Storage Management Seminar
  - Annual Ordnance Comptroller Conference
  - Depot Commanders Conference
  - Transmittal of Production Equipment Seminar
  - Supply and Maintenance Conference
  - President's Committee for Traffic Safety Regional Conference
  - Seminar for Industrial Physicians
- Folder 26: Conferences and Meetings, 1957
  - Freight Traffic Seminar
  - Information Officers Conference
  - General Supply Storage Management Conferences
  - Personnel Management for Executives
  - Conference of Civilian Personnel Officers
  - Safety Directors Seminar
  - Depot Commanders Conference
  - Small Business Specialists Conference
  - Instructional Procurement Conference
  - Army Commanders Conference

- Intelligence Officers Conference
- Correspondence Management Workshop
- Development of Standard Job Descriptions
- Conference on Preparation OO Form 1528
- Project Pay Dirt
- Department of Army Personnel Management Conference for Commanders
- Property Disposal Conference
- Ammunition Storage Management Seminar
- Folder 27: Conferences and Meetings, 1958
  - Conference of Civilian Personnel Officers
  - General Traffic Management Conference
  - Worldwide Ordnance Field Service Conference
  - Army Commanders Conference
  - Personnel Management for Executives Conference
  - Small Business Conference
  - Conference on Ammunition Transceiver Operations
  - Ordnance Services and Installations Conference
  - Seminar for Training Officers
  - Participation in Federal Safety Councils
  - Depot Commanders Conference
  - Corrosion Control
  - Army Exercise Operation Alert Conference
  - Supervisor Selection and Revised Civilian Personnel Program Reporting
  - Distribution Area Supply Conference
  - Property Disposal Conference
  - Seminar for Ammunition Inspectors
  - Supply and Maintenance Conference
  - Seminar for Training Ordnance Industrial Physicians
- Folder 28: Barracks and Quarters, 1953
  - Provision and Utilization of Trailers, Trailer Parks, and Public Quarters
  - Wherry Housing
  - Housing for Ammunition Inspectors
  - Army Housing Descriptions
  - Construction Map
  - Promoting and Management of Housing Projects Constructed
  - Inspection of Blue Grass Homes
  - Relaxation of Eligibility Standards—Lanham Act War Housing
- Folder 29: Storing and Storage of Supplies, 1952
  - Unsatisfactory Storage of Rubber
  - Depot Storage Operations Report
  - Determination of Car or Truckload Shipments
  - Map of Building 4 Plot Plan
  - Request for Waiver
  - Maintenance in Storage Repacking
  - Clarification of Storage Authorizations
- Folder 30: Ammunition, 1952
  - Cancellation of Availability of ORC Training Ammunition
  - Shipment of Separate Loading Projectiles

- Malfunction and Suspension of Ammunition
- Preparation of Ammunition Condition Reports
- Classification of Propellants for shipping purposes
- Fact Sheet on the 280mm Gun
- Disposition Instructions
- Priorities on Reworking Ammunition
- Motor Vehicle Shipments
- Blue Grass Ordnance Depot Plot Plan: Ammunition Workshop Area
- Repair Schedule of Unserviceable Ammunition
- Proposed Plans for 8" HE filled shells for Modification and Normal Maintenance
- Report of Rejected Lots of Ammunition
- Request for Information on Reflectorized Placards
- Obligation of Ammunition for Specific Requirement
- Confirmation of Inventory
- Notification of Reason for Suspension of Ammunition Lots
- Salvaging Metal Components
- Intra-Depot Space and Transfer Record
- Request for Rates
- Folder 31: Demilitarization of Ammunition, 1952
  - Demilitarization of various ammunition for storage or to be destroyed
  - Modification Work Orders
  - Ordnance Corps Work Orders
  - Master Plan of Blue Grass Ordnance Depot—detail site plans and building use maps
  - Storage Planning
  - Request for Additional Funds
  - Priorities within Demilitarization Activities
  - Request for Waiver to extend completion timeframe
  - Proposed Conversion Kit
  - Noteworthy Accomplishment in Renovation Programs
  - Unserviceable Ammunition
  - Special Explosives Accident Prevention Precautions
  - Cost Accounting
  - X-2 Area Exposure Distances Map
  - Diagram of Bay 5 Building 4
- Folder 32:
  - Floor plan of Building 8 for 90mm Renovation
  - Saw Building Layout for 90mm Renovation Program
  - Plot Plan for Ammunition Workshop Area
  - Floor plan of Building 10 for 90mm Renovation
  - Building 215 Bearing Line Diagram

➤ **Box 2: Facilities Control Files, 1954-1958**

- Folder 1: Buildings and Grounds Post Requests
  - Master Plan Maps—Future Development Sheet, General Site Plan
  - Installation of Air Conditioning in Building S-2 (Headquarters)
    - Project Estimates
    - Specifications Plan

- Bid Sheet
  - Maps—Duct Work, General Site Plan
- Projects of Modification and Minor Construction
- Future Development Plan
  - Ammunition Painting and Cleaning Facilities
- Master Plans
- Repairs and Replacements of Deteriorated Doors, Windows, and Shades in Various Buildings
  - Project Estimates
  - Specifications
  - Technical Provisions
  - Bid Sheets
  - Maps—Detail Site Plan, General Site Plan
- Replace Obsolete Heating Plants and Stoves
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps—General Site Plan, New Heating System
- Construction of Concrete Road Approaches to Buildings 550 and 555
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps—General Site Plan, Ammunition Normal Maintenance Facilities Concrete Service Entrance and Loading Aprons
- Repairs to Water Supply System
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps—General Site Plan, Elevated Water Tank, Raw Water Pump Station, Fire Storage Reservoir Pipe Details, Water Filtration Plant Longitudinal Section, Pump House, Raw Water Line,
- Repairs to Bituminous Surface Roads
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - General Road Map
- Fiscal Year 1958 Repairs and Utilities Individual Project Program
- Land Management Plan
  - Basic Information Sheet—General Utilities Maps, Storm Drainage
  - Report of Land Management throughout the history of Blue Grass Ordnance Depot
  - Land Use Regulations

- Land Use Schedule Map
  - **4 Photographs** of land with Master Plan Map
  - Folder 2: Tools, Instruments, and Machines, 1954
    - Information on Projectile Cleaning Machines
    - Modification of Demilitarization Equipment
    - Standby Storage Lockers
    - Standby Stockage of Office Machines, Office Furniture, and Quarters Furniture
      - Housekeeping Retention Levels on Office Equipment and Office Furniture
    - Criteria for Supply of Electric Typewriters
    - Defuzing Machine for Ammunition
      - Remote Control Defuze Machine Assembly and Details (3 Plans)
    - Metal-working Machinery Inventory
    - Gaging Equipment
    - Tools and Handling Equipment for Industrial Assembly of Rocket
    - Responsibilities of Guided Missile Ammunition Support Depots
    - High Pressure Steam Boiler
    - Power Debugging Machine
    - Debugging Operational Shield
    - Modification of Bomb
    - Station Excess Serviceable Stock Report
    - Equipment for Bomb and Shell Reconditioning Building
    - Canning Equipment Furnished for Repacking Fuzes
    - Procurement of Semi-Automatic Plating Unit for Derusting of Bearings
    - Jig to Open Metal Containers
    - Breakdown Machine for Twenty Pound Fragmentation Bomb
      - **3 Photographs**
  - Report on Test of “Paint Arrestors” for use in Paint Spray Booths
  - Request for Approval of Proposed Solid Propellant Collection Unit
  - Maps—Primary Smokeless Powder Separator Rooms, Primary Separator for Smokeless Powder, Normal Maintenance Facilities Piping Layout for Smokeless Powder Wet Vacuum System
  - Equipment for Ammunition Workshop
  - Tool for Loosening and Tightening the Cover Assembly of One Round Metal Ammunition Containers
    - Drawing included
  - Power Strapping Machine
  - Bomb and Shell Reconditioning Building Equipment
  - Vehicle for Moving Forklifts
  - Machine Tools
  - Survey of Electrical Business Machines
- Folder 3: Space and Utilization of Space, 1955
  - General Site Plan and Building Use Map—Part I and II
  - Guided Missile Material Storage Space
  - Storage Space Requirements
  - Authorization to Store 500,000lbs of Explosives in New Igloos
  - Supplementary Ammunition Storage Occupancy Report for Guided Missile Ammunition
  - Percent of Gross Storage Space Available

- Storage Space Area
- Conversion of Storage Space
- Request for Change in Space Data
- Adjustment in Space Allocation
- Permitted Outdoor Storage
- Storage of Customer-Owned Material, Logistic Account Project
- Storage Space for Field Ammunition Equipment
- Space and Tonnage Reporting
- Folder 4: Ammunition, 1957
  - Typical Procedure—Demilitarization of Shot Gun Shell
  - Typical Procedure—Demilitarization of Fuze, PD, M81 w/Booster
  - Typical Procedure—Demilitarization of 8" Gun Ammunition
  - Ammunition Data Cards
  - Cartridge Renovation
  - University of Utah Explosives Research Group—Measurements of Air and Ground Shock Disturbances Arising from Demolition Activities
  - Unserviceable Air Force Items
  - Disposition of Ammunition
  - Ammunition for Classroom Training or Display Purposes
  - Monthly Report of Surveillance Activities
  - Typical Procedure—Demilitarization of 90mm Gun Ammunition
  - Ammunition Suspensions
  - Typical Procedures—Renovation of Cartridge
  - Depot Maintenance Levels for Ammunition Items
  - Air Force Disposition Authorization
  - Suspended Steel Case 90mm Ammunition
  - Unserviceable New Material Report
  - Shipping Order Instruction Sheet
  - Correspondence between Ordnances—Supply Operation
  - Program Schedules
  - Disposition of Small Lots of Ammunition
  - Results of Chemical Clean Test Using New Oakite Products
  - Request for Waiver—Quantity Distance Violations, General Site Plan
  - Paint Method Study
  - Oversea Terminal Arrival Date
  - Demilitarization of Rocket
  - TP's Covering Receipt, Storage and Issue of Ammunition
  - Display at Bluegrass Summer 1957
  - National Short Supply List
  - Restrictive Marking of Defective Tracer Ammunition
  - Nomination of Project Officer
  - Composite Report of Discrepancies
  - Request for Disposition
    - Disposition Instructions for Excess Material
  - Unserviceable Packing Crate
  - Grades for Function Tested Pyrotechnics
  - Normal Maintenance 90mm
  - Standard Work Assignment and Control Procedures

- Results of Baffle Tank Tests
- Folder 5: Medical Branch
  - Management Audit of the Medical Branch
  - Floor Plan
  - Handwritten Notes
- Folder 6: Ammunition Maintenance Branch (Storage Division)
  - Normal Maintenance of Cartridge Map
  - Management Appraisal Survey of the Maintenance Branch of the Storage Division
  - Time Study Form
  - Handwritten Notes
- Folder 7: Building and Grounds Post Requests
  - Repairs to Family Quarters
    - Specifications
    - Technical Provisions
  - Extend Electric Distribution Line from Building 1180 to Demolition Ground
    - Project Estimate
    - Specifications
    - Technical Provisions
    - Bid Sheet
    - Maps—Electrical Plan (5), Standard Details of Overhead Distribution Construction, General Site Plan,
  - Rewiring of Buildings
    - Project Estimate
    - Specifications
    - Technical Provisions
    - Bid Sheet
    - Maps—Building S-17 Circuit Layout for Rewiring, Fire Station Electrical Plan
  - Ammunition Cleaning and Painting Building
    - Submission of Tabulation of Total Existing and Required Facilities
- Folder 8: Use and Occupancy of Reservation (Grazing and Cutting Hay), 1958
  - General Site Plan Rewiring
  - Agricultural Out leasing on Blue Grass Ordnance Depot Reservation
  - Out leased Land
  - Leasing of Land for Grazing Purposes
  - Lease Unit Acreage Decrease
  - Correspondence with Department of Fish and Wildlife Resources
  - Availability of Land for Non-Military Use
  - Land Management Plan
  - Grazing Leases

➤ **Box 3: Facilities Control Files, Manuals, Master Planning Files, 1950-1960**

- Folder 1: Buildings and Grounds Post Requests
  - Installation of Air Conditioning in Building S-3
    - Project Estimate
    - Specifications

- Technical Provisions
  - Bid Sheet
  - Maps-General Site Plan Air Conditioning, Duct Work
- Installation of Air Conditioning in Building 219
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps-General Site Plan Air Conditioning, Duct Work
- Installation of Air Conditioning in Buildings S-226, S-3, and 219
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps-General Site Plan Air Conditioning, Duct Work, Electrical Plan
- Repairs to Roof Structure of Warehouse Building 218
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps—Optical Supply and Repair Warehouse Floor Plan and Existing Truss, General Site Plan
- Repairs to Igloos
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
- Master Planning
- Post Planning Board Meeting Minutes
- Replacement of Security Fencing Around Perimeter and Restricted Area
- Standard Design Criteria for Guided Missile and Heavy Rocket Surveillance Building
- Siting of Ammunition Cleaning and Painting Facility
- Family Housing Repairs
  - Project Estimate
  - Specifications
  - Technical Provisions
  - Bid Sheet
  - Maps—General Site Plan Family Housing, Officers Quarters Plans and Elevations, Officers Quarters Front and Side Poarch Details, Heating Plans, Exterior Lighting and Concrete Walks
- Proposed Ammunition Workshop Area
- Landscape Planting Plan
- Folder 2: Special Survey—Water Distribution Plant
  - Delivery of Ice
  - Water Distribution to Field Employees

- Analysis of Management
- Special Survey of the Water Distribution Plant
- General Plan: Water Distribution System as Constructed
- Requirements for Ice During Summer Months
- Handwritten Notes
- Folder 3:
  - Management Office Historical File Copy Organization Manual
    - Construction began April 1942 and operations began October 1942
    - Operated by the government until October 1943, then operated by Blue Grass Ordnance Depot, Inc (Firestone Tire and Rubber Company) until October 1945 when the government took over again
    - Peak employment in 1943
    - Organization Chart
    - Functions of each Office and Division
- Folder 4: Organization and Functional Manual, June 1952
  - History
  - Mission
  - Functions of each Office and Division
- Folder 5: Organizational and Functional Manual, 1953
  - Reorganization
  - History
  - Mission
  - Functions of each Office and Division
- Folder 6: Organizational and Functional Manual, 1954
  - Support Activities
  - History
  - Mission
  - Functions of each Office and Division
- Folder 7: Organizational and Functional Manual, Class I Activities, 1955
  - Mission
  - Functions of each Branch
- Folder 8: Organizational and Functional Manual, 1955
  - History
  - Mission
  - Functions of each Office and Division
- Folder 9: Organizational and Functional Manual, 1957
  - History
  - Mission
  - Functions of each Office and Division
- Folder 10: Organizational and Functional Manual, 1957
  - History
  - Mission
  - Functions of each Office and Division
- Folder 11: Organizational and Functional Manual, 1963
  - Distribution List
  - Organizational Changes
  - History
  - Mission

- Functions of each Office and Division
- Folder 12: Mission, Organization, and Functions Manual, June 1963
  - Distribution List
  - Organizational Changes
  - History
  - Mission
  - Functions of each Office and Division
- Folder 13: Buildings and Grounds Post Requests, 1957
  - Repairs to Steam Distribution Lines
    - Project Estimate
    - Specifications
    - Technical Provisions
    - Bid Sheet
    - **Maps**—Plot Plan of Ammunition Workshop Area
  - Rehabilitation of Family Quarters
    - Project Estimate
    - Specifications
    - Technical Provisions
    - Bid Sheet
    - **Maps**—Officer's Quarters Remodeling Staff House 3, Commanding Officer's Quarters Elect Details
  - Master Planning Components
  - Replacement of Security Fencing
    - Project Estimate
    - Technical Provisions
    - Bid Sheet
    - **Maps**—Perimeter and Security Chain Link Fabric Fence
  - Design Requirements for Cleaning and Painting Ammunition Facility
  - Conference on Cleaning and Painting Ammunition Facility
  - **Map**—Future Development Sheet, Basic Information Sheet, General Site Plan and Building Use Map
  - Proposed Construction of Ammunition Washout Facilities
  - Construction of Rocket Circuit Testing Facilities
    - Project Estimate
    - Technical Specifications
    - **Maps**—General Site Plan, Test Stand, Control Building, General Overlay
  - Modification of Existing Surveillance Workshop Buildings
  - Real Property Studies
- Folder 14: Storehouses (Igloos, Warehouses, etc), 1957
  - Requisition Funding
  - Repair of Igloos—Change in Specifications
  - Tank Storage Small Arms Ammunition Inert Brass
  - Rocket Test Stand Criteria
  - Guided Missile and Heavy Rocket Surveillance Building
  - Clarification of Classification of Igloos
  - Igloo Numbering Systems
  - General Site Plan and Building Use Map (Parts I and II)

- Basic Information Sheet and General Site Plans
- Maintenance of Intermediate Air Terminals on Igloo Magazines

➤ **Box 4: Master Planning Files, Military Historians Files, Operating Program Progress Report Files, Organization Planning Files, 1951-1963**

- Folder 1: Organization of the Army, 1952
  - Depot Organizational Manual
    - Nomenclature and Titles
    - Comptroller
  - Transfer of Provost Marshal Activity
  - Discontinuance of Provost Marshal Activity within certain Area Service Units
  - Provost Marshal Activities
  - Physical Security of Ordnance Corps Class II Installations and Activities
  - Military Space for Physical Security
  - Transfer of Funds and Personnel Space for Physical Security
  - Planning Coordination of Project Changes
  - Guide Statement of Functions
  - Management and Engineering Activities and Organizational Responsibilities
- Folder 2: Military Histories, 1954
  - Preparation of the District's Semiannual Historical Summary
- Folder 3: Military Histories, 1955
  - Ordnance Current History Program
- Folder 4: Barracks and Quarters (Housing), 1951
  - Invitation for Proposals for Military Housing Project
  - Proposals with blueprints
  - Site Plan Showing Location
  - Services Furnished
  - Authorization
  - Troop Housing Status Report
  - Rental Rates
  - Wheery Housing Project
- Folder 5: Buildings and Grounds Post Requests, 1953
  - Post Requests for Construction and Repairs
  - Master Planning
  - Minutes of Post Planning Board Meeting
  - Joint Inspection of Completed Work
  - Repairs and Utilities Cost Accounting
    - Monthly Report
  - Maintenance of Facilities
  - Igloo Form Storage
  - Construction Program
  - Report of Acceptance of Completed Work from District Engineers
  - Installations Planning
  - Analytical Report of Master Plan
  - Proposed Program of Repairs and Utilities Projects for Fiscal Year 1954
  - Progress of New Igloo Construction
  - Disposal of Elevated Water Tank
  - Decrease of Funds Authorized

- Map and Photomap Supply
- Preliminary Design of Army Program
- Plans for Ammunition Normal Maintenance Buildings
- Bomb and Shell Reconditioning Building
- Plans and Specifications for the Remodeling of Building 214
- Space Survey—Housing, Buildings, and Land
- MCA Program Voucher and Authorization Requests
- Folder 6: Storehouses (Igloos, Warehouses, etc), 1956
  - Construction Plans for Underground Magazines
  - Fusible Links for Magazine Ventilators
  - Maintenance of Intermediate Air Terminals on Igloo Magazines
  - Annual Inspection and Ground Testing of Lightning Protective Systems on Ammunition Storage Structures
- Folder 7: Post Buildings, 1957
  - Guided Missile and Heavy Rocket Surveillance Building
  - Renovation of Training Center
  - Guided Missile Surveillance Facility
- Folder 8: Post Buildings, 1954
  - Inventory of Military Real Property
  - Use of Hospital Buildings at Army Installations
  - Combined Construction, Relocation, and Maintenance Planning
  - Assignment of Building Numbers to Storage Sheds and Accounting on Real Property Records
  - Review of Master Plan for Future Development and Analytic Report
  - MCA Program Budget Drawings
  - Master Planning Analytic Report (May 1954)
  - Indication of Easements and Rights of Way on Future Development Plans
  - Expedited Preparation and Review of Construction Planning Documents
- Folder 9: Operating Program Progress Report Files, 1962
  - Monthly Program Review
    - Cost Data
    - Monthly and Quarterly Report of Performance
    - Recap of Director of Administration
    - Analysis by Director of Supply Operations
- Folder 10: Operating Program Progress Report Files, 1963
  - Monthly Program Review
    - Cost Data
    - Monthly and Quarterly Report of Performance
    - Recap of Director of Administration
    - Analysis by Director of Supply Operations
- Folder 11: Organization of the Army, 1953
  - Military Staffing
  - Depot Organizational Manual
  - Implementation of Regulations Pertaining to Maintenance of General Transport Administrative Vehicles
  - Ordnance Field Maintenance Mission
  - Staffing Policy for Field Service Depots

- Civilian Career Plan
- Request for Establishment of Engineer Field Maintenance Mission
- Field Maintenance Responsibilities at Class II Installations and Activities
- Transfer of Field Maintenance Activity
- Redesignation of Medical Facility
- Redesignation of Activities in Area Service Units
- Key Staffing in Field Service Depots
- Organization Charts
- Folder 12: Organization of the Army, 1958
  - Mission of Ordnance Weapons Command
  - Depot Missions
  - Assignment of Management Engineering Functions
  - Organizational and Functional Manual
  - Establishment of New Army Ordnance Command
  - Welfare and Morale Programs
  - Ordnance Inspector General Ratings
  - Termination of Medical Supply Support without Reimbursement
  - Program Directives, Work Authorizations, and Correspondence for the U.S. Army Ordnance Missile Command
  - Interim Guide-Support Areas
- Folder 13: Organization of the Army, 1954
  - Depot Organizational Deviations
  - Proposed Surveillance Division Organization
  - Army Depot Plan
  - Inactivation of Terre Haute Ordnance Depot
  - Civilian Career Program for Storage Personnel
  - Organization and Staffing of Management Offices
  - Reports Control Symbol
  - Depot Maintenance Mission Assignments
  - Reports of Completed Action
  - Comptroller Organization
  - Recognition of Personnel Requirements
  - Ordnance Field Maintenance Shops
  - Mission Statement
  - Depot Organization Manual
- Folder 14: Organization of the Army
  - Additional Distribution and Maintenance Mission
    - Special Weapons
    - Support Responsibility
    - Assignment of the Explosive Ordnance Disposal Mission
    - Locomotor Repair
    - General Supply Missions
  - Organization of the Major Item Supply Management Agency
  - Revision of Basic Organization

➤ **Box 5: Standard Operating Procedures, 1951-1957**

- Folder 1: Index of SOPs

- Folder 2: Standing Operating Procedure for Shutdown in the Ammunition Area during Electrical Storms, 1955
- Folder 3: Standing Operating Procedure for Supply System-Storage Division, 1955
- Folder 4: Standing Operating Procedure for Processing Carload and LCL Rail Shipments
- Folder 5: Standing Operating Procedure for the Utilization of Personal Protective Clothing and Equipment
  - Listed by work area
- Folder 6: Standing Operating Procedure for Shipping Ammunition for the Mutual Assistance Program, 1957
- Folder 7: Standing Operating Procedure for Space and Tonnage Records, 1957
- Folder 8: Standing Operating Procedure for Marking Machinery and Equipment Exposed to Explosives Prior to Repairing, 1956
  - Discussion of decontamination
- Folder 9: Standing Operating Procedure for Inspecting, Receiving, Storing, and Issuing Roller Conveyor Sections, 1956
- Folder 10: Standing Operating Procedure for Reviewing Local Stocks of Suspended Ammunition and Posting Suspension Notices, 1956
- Folder 11: Standing Operating Procedure for Reviewing Suspensions during Receipt, Inspection, and Shipment of Ammunition, 1956
- Folder 12: Standing Operating Procedure for Removing Components from Packages of 762mm Rocket (M31 Series), 1956
- Folder 13: Standing Operating Procedure for Maintaining Obligated Stocks in Acceptable Condition for Mutual Defense Assistance Program, 1956
- Folder 14: Standing Operating Procedure for Accomplishment of Production Planning and Use of Local Feeder and Control Forms, 1957
  - Sample forms enclosed
- Folder 15: Standing Operating Procedure for Fire Evacuation Plan for the Popping Plant, 1957
  - Ammunition Workshop Areas
- Folder 16: Standing Operating Procedure for Control of Personnel at Demolition Ground during Non-Working Hours when burning Missile Producing Ammunition, 1957
- Folder 17: Standing Operating Procedure for Receipt, Inspection, Classification, and Disposition of Fired Cartridge Cases, 1957
- Folder 18: Standing Operating Procedure for Precounting and Close Warehouse Inventory of General Supply, 1957
- Folder 19: Standing Operating Procedure for Processing Documents and Other Paperwork Involved in the Receipt, Classification, and Storage of CR-5 Packing Material, 1957
- Folder 20: Standing Operating Procedure for Spotting and Pick-Up of Railroad Cars, 1957
  - Sample forms enclosed
- Folder 21: Standing Operating Procedure for Chief of Administrative Office Storage Division, 1956
- Folder 22: Standing Operating Procedure for Statistical Clerk, 1956
  - For the storage division
- Folder 23: Standing Operating Procedure for Clerk Typist
  - For the storage division
- Folder 24: Standing Operating Procedure for Clerk-General, 1956

- Folder 25: Standing Operating Procedure for Production Specialist (General), 1956
  - Plan and coordinate work projects
- Folder 26: Standing Operating Procedure for Chief, Inventory, General Supply, and Ammunition Branches, 1956
  - To maintain a complete storage inventory
- Folder 27: Standing Operating Procedure for Personnel Clerk, 1956
  - For the storage division
- Folder 28: Standing Operating Procedure for Clerk of General Production and Scheduling Section, 1956
- Folder 29: Standing Operating Procedure for Clerk General of Production and Scheduling Section, 1956
- Folder 30 and 31: Standing Operating Procedure for Storekeeper (Shipping), 1956
- Folder 32: Standing Operating Procedure for Chief of Production and Scheduling Section Administrative Office, 1956
  - For the storage division
- Folder 33: Standing Operating Procedure for Secretary (Stenography), 1956
  - In the Administration Office
- Folder 34: Standing Operating Procedure for Chief Locator of General Supply Storage Branch, 1956
- Folder 35 and 36: Index of SOPs for Ammunition Division
- Folder 37: Standing Operating Procedure for Burning of Smokeless Powder and Charges, 1952
  - Layout Map Included
- Folder 38: Ammunition Division Standing Operating Procedures, 1951-1953
  - SOP for Normal Maintenance of Shell for 81mm Mortar
  - SOP for Repack of Mines
  - SOP for Disassembly of Fuze, Mine, Combination, M6A1
  - SOP for Modification and Normal Maintenance of 81mm, HE Mortar Shell
  - SOP for Normal Maintenance and Refuze of 81mm Mortar Ammunition
  - SOP for Repack of Cartridge
  - SOP for Repack of 90mm Gun Ammunition
  - SOP for Repack of 105mm Howitzer Ammunition
  - SOP for Inspection, Renovation, and Normal Maintenance of 60mm Mortar Shell
  - SOP for Modify (Recondition) Shell for 76mm Gun
  - SOP for Destruction of Primers by Burning in Rotary Furnace
  - SOP for Modification of Mines
  - SOP for Normal Maintenance of Charge Propelling 155mm Howitzer Ammunition
- Folder 39: Ammunition Division Standing Operating Procedures, 1951-1953
  - SOP for Refuze and Recondition of 75mm Gun Ammunition
  - SOP for Normal Maintenance and Repack of Explosive TNT Blocks
  - SOP for Obliterating Old Markings and Restencil Boxes
  - SOP for Normal Maintenance of 90mm Gun Ammunition
  - SOP for Disassembly and Assembly of 75mm Gun Ammunition
  - SOP for Normal Maintenance of Charge Propelling 155mm Howitzer Ammunition
  - SOP for Normal Maintenance and Repack of Mine
  - SOP for Normal Maintenance of 75mm Gun Ammunition

- SOP for Normal Maintenance of 105mm Howitzer Ammunition
- SOP for Normal Maintenance and Modification of 81mm WP Mortar Shells
- SOP for Normal Maintenance of 81mm Mortar Shell
- Folder 40: Ammunition Division Standing Operating Procedures, 1951-1952
  - SOP for Normal Maintenance of 37mm Gun Ammunition
  - SOP for Fuze Change and Recondition of Mines
  - SOP for Modification of 90mm Gun Shell
  - SOP for Normal Maintenance of 155mm Howitzer Shell
  - SOP for Normal Maintenance of 75mm Gun Ammunition
  - SOP for Flare Trip Parachute Modification
  - SOP for Fuze Change and Recondition of Grenades
  - SOP for Normal Maintenance of Bomb Fin Assemblies
  - SOP for Modification of 120mm Gun Shell
  - SOP for Refuzing and Normal Maintenance of 60mm and 81mm Mortar Shells
- Folder 41: Ammunition Division Standing Operating Procedures, 1951-1954
  - SOP for Inspection and Normal Maintenance of Charge Spotting
  - SOP for Normal Maintenance of Metal Containers for Propellant Charges
  - SOP for Inspection and Normal Maintenance of 105mm Howitzer Shell
  - SOP for Normal Maintenance of 45 Cal Cartridge
  - SOP for Recondition of 155mm Howitzer Shell
  - SOP for Refuzing and Replacing Fin Assemblies and Normal Maintenance of 60mm HE Mortar Shells
  - SOP for Repack of Cal 30 Ammunition from Metal Liners
  - SOP for Repack of 120mm Projectile Ammunition
  - SOP for Normal Maintenance of Cartridge Storage Cases
  - SOP for Normal Maintenance and Recondition of 100lb Bomb
- Folder 42: Ammunition Division Standing Operating Procedures, 1951-1952
  - SOP for Inspection of Charge Propelling Ammunition
  - SOP for Reconditioning of 155mm Howitzer Ammunition
  - SOP for Repainting of Metal Containers Containing 105mm Howitzer Shell
  - SOP for Modification of Mines
  - SOP for Recondition of Fuze Bomb Tail
  - SOP for Recondition of Fragmentation Bombs
  - SOP for Repack of 30 Cal. Small Arms Ammunition
  - SOP for Rewarehousing and Storage of Projectile 8" Howitzer
- Folder 43: Ammunition Division Standing Operating Procedures, 1952
  - SOP for Removal of Defective Tracers from Cal .50 Ammunition
  - SOP for Removal of Booster from Fuze M55
  - SOP for Normal Maintenance of 75mm Ammunition (All Types)
  - SOP for Restenciling of Wooden Box and Fiber Container Containing Ammunition Blank for 75mm Gun and Howitzer
  - SOP for Reconditioning of Rifle Grenade
  - SOP for Repack of Cal 30 Cartridge
  - SOP for Normal Maintenance of Metal Liners for all Caliber Small Arms Ammunition
  - SOP for Debeltng of Cal 30 Bullets from Webb Belts
  - SOP for Inspection and Reconditioning of Condition 4 and 6 Propelling
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➤ **Box 6: Standard Operating Procedures, 1952-1955**

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  - SOP for Defuzing and Normal Maintenance of 105mm Howitzer Shell
  - SOP for Demilitarization of 105mm Howitzer Shell
  - SOP for Replacement of Propelling Charge in 105mm Howitzer Shell
  - SOP for Modification and Normal Maintenance of 8" Howitzer Shell
  - SOP for Reconditioning of Bomb Nose Fuze
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  - SOP for Inspection and Repack of Grenade Adapters
  - SOP for Removal of Booster from Fuze
  - SOP for Breakdown of 37, 40, 57, 75, and 76mm Fixed Ammunition (with the exception of Chemical Ammunition)
- Folder 2: Ammunition Division Standing Operating Procedures, 1952-1953
  - SOP for Expanding Fuze Cavity of Mines without Fuze and Booster
  - SOP for Normal Maintenance of 75mm Gun Shell
  - SOP for Normal Maintenance and Repack of 37mm to 90mm Practice Ammunition with Inert Projectiles
  - SOP for Inspection of 105mm Propellants in Metal Drums
  - SOP for Refuzing, Replacing, and Fin Assemblies for 60m Shells
  - SOP for Unloading and Storing Jato Units R and D
  - SOP for Modification of Mines
  - SOP for Normal Maintenance of 76mm Gun Shell
  - SOP for Modification and Normal Maintenance of 240mm Howitzer Shell
- Folder 3: Standard Operating Procedure for Air Test of Metal Containers with Separate Loading Propelling Charges, 1955
- Folder 4: Ammunition Division Standing Operating Procedures, 1953
  - SOP for Inspect and Repack of Charge Propelling Ammunition of 155mm Gun
  - SOP for Removal of Nose and Tail Plugs from Bombs
  - SOP for Maintenance of Bomb Tail Fuzes
  - SOP for Normal Maintenance of 105mm Howitzer Shell
  - SOP for Inspection and Normal Maintenance of Fuze, Flare and Mechanical Time
  - SOP for Loading and Shipping Jato Units R and D
  - SOP for Normal Maintenance and Modification of Grenade and Rifle Smoke
  - SOP for Inspection and Normal Maintenance of Fuze
  - SOP for Normal Maintenance of 75mm Gun Shell
- Folder 5: Ammunition Division Standing Operating Procedures, 1953
  - SOP for Refuzing and Normal Maintenance of 75mm Howitzer Shell
  - SOP for Normal Maintenance of 37mm Gun Shell
  - SOP for Preparation for LCL Shipments
  - SOP for Normal Maintenance of 40mm Gun Cartridge
  - SOP for Stake Fuze and Fin Assembly of 60mm Mortar Shells
  - SOP for Refuzing and Normal Maintenance of 4.2" Mortar Shell
  - SOP for Removing Zone 4 Increment from Charge Propelling 280mm Gun Shell
  - SOP for Normal Maintenance of Cal 50 Cartridge Packed in Metal
  - SOP for Normal Maintenance of 155mm Gun and Howitzer Shell
  - SOP for Normal Maintenance and Unpack/Repack of 105mm Howitzer Shell
- Folder 6: Ammunition Division Standing Operating Procedures, 1953-1955

- SOP for Normal Maintenance of Torpedo Bangaloros
- SOP for Normal Maintenance of Bombs 100-1000lbs
- SOP for Normal Maintenance of 90mm Gun Shell
- SOP for Normal Maintenance of 5" Rocket Head
- SOP for Normal Maintenance of Cal .50 Cartridge Packed in Wax Containers
- SOP for Unloading and Storing Jato Units Shipped in Vans
- SOP for Normal Maintenance of 75mm Howitzer Shell
- SOP for Modification and Normal Maintenance of 105mm Howitzer Shell
- Folder 7: Ammunition Division Standing Operating Procedures, 1954
  - SOP for Normal Maintenance of Grenade
  - SOP for Repacking of Charge Propelling Shell for 280mm Gun
  - SOP for Normal Maintenance of Projectile Shell for 75mm Gun
  - SOP for Recondition of Inert Ammunition
  - SOP for Normal Maintenance of Grenade Rifle Smoke
  - SOP for Normal Maintenance of 57mm Gun Cartridge
  - SOP for Normal Maintenance of Bomb 1000lbs
- Folder 8: Standing Operating Procedure for Repacking 280mm Gun Charge Propelling Zone 4 Increments, 1953
- Folder 9: Standing Operating Procedure for Normal Maintenance of Practice Hand Grenades, 1954
- Folder 10: Standing Operating Procedure for Normal Maintenance of 105mm Howitzer Gas Shell, 1954
- Folder 11: Standing Operating Procedure for Modification and Normal Maintenance of 90mm Gun Shell, 1954
- Folder 12: Standing Operating Procedure for Parking Vehicles at Igloos and Standard Magazines, 1954
- Folder 13: Standing Operating Procedure for Modification of Nozzle Closure of Jato M6, 1954
- Folder 14: Standing Operating Procedure for Removal of Heads form 3.5" Rockets, 1954
- Folder 15: Standing Operating Procedure for Normal Maintenance of 76mm Gun Cartridges, 1954
- Folder 16: Standing Operating Procedure for Normal Maintenance of 105mm Howitzer Shell, 1954
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- Folder 19: Standing Operating Procedure for Normal Maintenance of 90mm Gun Shell and 75mm Rifle Cartridges, 1955
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- Folder 21: Standing Operating Procedure for Modification of Projectile Dummy for 155mm Gun, 1955
- Folder 22: Standing Operating Procedure for Modification of 1000lb Bomb, 1955
- Folder 23: Standing Operating Procedure for Calculation of Average Weight and Measurement of Packaged Ammunition Items, 1954
- Folder 24: Standing Operating Procedure for Normal Maintenance of New Series Bombs, 1955

- Folder 25: Standing Operating Procedure for Normal Maintenance of New Series 3000lb Bombs, 1955
- Folder 26: Standing Operating Procedure for Normal Maintenance of New Series 10,000lb Bombs, 1955
- Folder 27: Standing Operating Procedure for Air Testing M2 and MK7 Containers, 1954

➤ **Box 7: Standard Operating Procedures, 1953-1957**

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- Folder 1: Standing Operating Procedure for Assembly of 762mm Rocket Motor, 1956
- Folder 2: Standing Operating Procedure for Spotting Loaded Railroad Cars and Commercial Vans in Holding Yard to Insure Compliance with Explosive Limits which are 250,000lbs for each area, 1954
  - Holding Yard Map
- Folder 3: Standing Operating Procedure for Normal Maintenance of 155mm Howitzer Shell without Booster, 1955
- Folder 4: Standing Operating Procedure for Loading Inert Brass Cartridge Cases into Railroad Box Car, 1954
- Folder 5: Standing Operating Procedure for Retaining Fragmentation Bombs, 1954
- Folder 6: Standing Operating Procedure for Modification of Grommets for 280mm Projectiles, 1954
- Folder 7: Standing Operating Procedure for Repack of 30 and 50 Cal Small Arms Ammunition, 1954
- Folder 8: Standing Operating Procedure for Normal Maintenance of Wooden Packing Boxes and Fiber Containers (all types), 1957
- Folder 9: Standing Operating Procedure for Reconditioning CSCs (all sizes), 1954
- Folder 10: Standing Operating Procedure for Normal Maintenance of Bomb Nose and Tail Fuze, Flare, 1954
- Folder 11: Standing Operating Procedure for Normal Maintenance of Aircraft and Parachute Flare, 1954
- Folder 12: Standing Operating Procedure for Normal Maintenance of 76mm Gun Shell, 1955
- Folder 13: Standing Operating Procedure for Modification of 280mm Gun Shell, 1955
- Folder 14: Standing Operating Procedure for Modification of Snake Demolition (non-explosive items), 1955
- Folder 15: Standing Operating Procedure for Unloading and Reloading Jato M6, 1955
- Folder 16: Standing Operating Procedure for Torqueing Fuze for M500 Series, 1955
- Folder 17: Standing Operating Procedure for Normal Maintenance of Charge Propelling, 1956
- Folder 18: Standing Operating Procedure for Segregating and Inspecting Packing Material Received from Posts, Camps, and Stations, 1956
- Folder 19: Standing Operating Procedure for Marking 762mm Rocket Motor, 1956
- Folder 20: Standing Operating Procedure for Normal Maintenance for 105mm Howitzer Shell, 1956
- Folder 21: Standing Operating Procedure for 105mm Cartridge, 1956
- Folder 22: Standing Operating Procedure for Converting 762mm Rocket Motor to Jato Unit, 1956
- Folder 23: Standing Operating Procedure for Normal Maintenance of 105mm Cartridge with Fuze

- Folder 24: Standing Operating Procedure for Normal Maintenance of 90mm Cartridges with Fuze
- Folder 25: Standing Operating Procedure for Normal Maintenance of 60mm Mortar Cartridge with Fuze
- Folder 26: Standing Operating Procedure for Normal Maintenance of Fragmentation Hand Grenades, 1957
- Folder 27: Standing Operating Procedure for Normal Maintenance of 60mm with Fuze Mortar Cartridge and 81mm Mortar with Fuze, 1957
- Folder 28: Standing Operating Procedure for Modification of 57mm Cartridge with Fuze, 1957
- Folder 29: Standing Operating Procedure for Modification of 105mm Cartridge with Fuze, 1957
- Folder 30: Standing Operating Procedure for Normal Maintenance of Hand Grenade Simulator, 1956
- Folder 31: Standing Operating Procedure for Normal Maintenance of Ground Shell Burst Simulator, 1956
- Folder 32: Standing Operating Procedure for Normal Maintenance of 90mm Cartridge without Fuze, 1957
- Folder 33: Standing Operating Procedure for Normal Maintenance of Propelling Charges, 1957
- Folder 34: Standing Operating Procedure for Normal Maintenance of Ignition for Training Mortar Cartridge, 1957
- Folder 35: Standing Operating Procedure for Normal Maintenance of Anti-Tank Mine, 1957
- Folder 36: Standing Operating Procedure for Normal Maintenance of Point Detonating Fuze, 1957
- Folder 37: Standing Operating Procedure for Normal Maintenance of 120mm Projectile Dummy with Fuze, 1957
- Folder 38: Standing Operating Procedure for Normal Maintenance of 100lb Practice Bomb, 1957
- Folder 39: Standing Operating Procedure for Normal Maintenance of Delay Detonator, 1957
- Folder 40: Standing Operating Procedure for Normal Maintenance of Pull Type Firing Device, 1957
- Folder 41: Standing Operating Procedure for Normal Maintenance of 3lb Practice Bomb, 1957
- Folder 42: Standing Operating Procedure for Normal Maintenance of Fuze, 1957
- Folder 43: Standing Operating Procedure for Vacuum Cleaning of Propellant Powder Storage Containers, 1957
- Folder 44: Standing Operating Procedure for Normal Maintenance of Inert Ammunition or Components, 1957
- Folder 45: Standing Operating Procedure for Normal Maintenance of 15lb Demolition Charge, 1957
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- Folder 47: Standing Operating Procedure for Normal Maintenance of Proximity Fuze, 1957

- Folder 48: Standing Operating Procedure for Normal Maintenance of 105mm Cartridge with Fuze, 1957
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- Folder 55: Standing Operating Procedure for Receiving 762mm Rockets from Flat Cars and/or Gondolas, 1957
- Folder 56: Standing Operating Procedure for Shipping 762mm Rockets by Carrier, 1957
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- Folder 58: Standing Operating Procedure for Loading of 8" Howitzer, 15mm Howitzer, 155mm Gun, and 240mm Howitzer Propelling Charges, 1956
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- Folder 65: Standing Operating Procedure for Care and Preservation of 105mm Howitzer Shell, 1955
- Folder 66: Standing Operating Procedure for Care and Preservation of 762mm Rocket Head Compartment, 1955
- Folder 67: Standing Operating Procedure for Care and Preservation of 4.2" Mortar Shell, 1955
- Folder 68: Standing Operating Procedure for Care and Preservation of Fuze Series, 1955
- Folder 69: Standing Operating Procedure for Care and Preservation of 280mm Gun Shell with Fuze, 1955
- Folder 70: Standing Operating Procedure for Care and Preservation of 81mm Practice Mortar and 81mm Mortar Fin for Training, 1955
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- Folder 75: Standing Operating Procedure for Care and Preservation of 76mm Gun Cartridges, 1956
- Folder 76: Standing Operating Procedure for Care and Preservation of 762mm Rocket Motor, 1956
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- Folder 4: Standing Operating Procedure for Destruction of 75mm Gun or Howitzer Shell with Burster by Burning, 1955
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- Folder 10: Standing Operating Procedure for Destruction of Supplementary Charges by Detonation, 1955
- Folder 11: Standing Operating Procedure for Demilitarization of 90lb Fragmentation Bomb, 1956
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- Folder 13: Standing Operating Procedure for Demilitarization of 90lb Fragmentation Bomb by Burning, 1956
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- Folder 19: Standing Operating Procedure for Mutiliation of Inert Bomb Bodies with Air Chipping Hammer, 1956
- Folder 20: Standing Operating Procedure for Demilitarization of 762mm Rocket Jato with igniter, 1956
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- o Folder 28: Standing Operating Procedure for Destruction of Fuze by Burning, 1956
- o Folder 29: Standing Operating Procedure for Normal Maintenance of 90mm Flash Simulator Artillery, 1956
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- o Folder 31: Standing Operating Procedure for Destruction of 90mm Gun Shell by Detonation, 1956
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- o Folder 33: Standing Operating Procedure for Demilitarization of 4.5" Rocket, 1956
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- Folder 35: Standing Operating Procedure for Inspection of Boosters, Bursters, and Auxiliary Boosters, 1952
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- Folder 64: Standing Operating Procedure for Inspection of 762mm Rocket (honest john), 1957
- Folder 65: Standing Operating Procedure for Inspection and Function Test of Weatherproof Blasting Fuse Igniter, 1957
- Folder 66: Standing Operating Procedure for Inspection and Function Test of Delay Type Firing Device, 1952
- Folder 67: Standing Operating Procedure for Inspection and Function Test of Demolition Firing Device, 1957
- Folder 68: Standing Operating Procedure for Inspection and Function Test of Aircraft Signal Illumination, 1957

➤ **Box 10: Standing Operating Procedures, 1952-1957**

- Folder 1: Standing Operating Procedure for Inspection and Function Test of Ground Star Cluster Illumination Signal, 1957
- Folder 2: Standing Operating Procedure for Inspection and Function Test of Ground Burst Projectile Simulator and Hand Grenade Simulator, 1957
- Folder 3: Standing Operating Procedure for Inspection and Function Test of Air Burst Projectile Simulators, 1957
- Folder 4: Standing Operating Procedure for Inspection and Function Test of Demolition Charge, 1957
- Folder 5: Standing Operating Procedure for Inspection and Function Test of Demolition Charge, 1957
- Folder 6: Standing Operating Procedure for Inspection and Function Test of Firecracker, 1957
- Folder 7: Standing Operating Procedure for Inspection in Surveillance Workshops, 1957
- Folder 8: Standing Operating Procedure for Inspection and Function Test of Anti-Personnel Mine with Fuze, 1957
- Folder 9: Standing Operating Procedure for Inspection and Function Test of Demolition Firing Device, 1957
- Folder 10: Standing Operating Procedure for Inspection and Function Test of 20 Minute Red Fusee, 1957
- Folder 11: Standing Operating Procedure for Inspection and Function Test of Aircraft Illumination Signal, 1957
- Folder 12: Standing Operating Procedure for Inspection and Function Test Double Star Aircraft Illumination Signal, 1957

- Folder 13: Standing Operating Procedure for Inspection and Function Test Demolition Firing Device, 1957
- Folder 14: Standing Operating Procedure for Acceptance Inspection of Semi-fixed Ammunition, 1957
- Folder 15: Standing Operating Procedure for Inspection and Function Test of Air Burst Projectile Simulator, 1957
- Folder 16: Standing Operating Procedure for Acceptance Inspection of 60mm and 81mm Mortar Cartridges, 1957
- Folder 17: Index of SOPs
- Folder 18: Index of SOPs on file in ASO
- Folder 19: Standing Operating Procedure for the Burning of Smokeless Powder and Charges
- Folder 20: Standing Operating Procedure for Destruction by Burning of 37-155mm Projectiles containing High Explosives, 1954
- Folder 21: Standing Operating Procedure for Burning of Explosive from 105mm Projectiles
- Folder 22: Standing Operating Procedure for the Renovation of Shell
- Folder 23: Standing Operating Procedure for the Repainting of Metal Containers Containing 105mm Howitzer Shell
- Folder 24: Standing Operating Procedure for Cleaning and Painting 155mm Howitzer Shell
- Folder 25: Standing Operating Procedure Phase II Renovation of 105mm Howitzer Ammunition, 1951
- Folder 26: Standing Operating Procedure Phase II Renovation of 105mm Ammunition (part I and II), 1951
- Folder 27 and 28: Standing Operating Procedure for Renovation of Shell
- Folder 29:
  - SOP for Depriming Fired Artillery Cartridge Cases, 1955
  - SOP for Burning Bulk High Explosives, 1952
  - SOP for Demilitarization of 37mm Gun Shell, 1951
  - SOP for Demilitarization of 60mm Illuminating Mortar Shell, 1951
  - SOP for Demilitarization of Small Arms Ammunition, 1953
  - SOP for Destruction of Flare Tip Fuze by Burning, 1953
  - SOP for Demilitarization of 57mm Gun Cartridge, 1951
- Folder 30: Standing Operating Procedure for Depriming of Artillery Cartridge Cases
- Folder 31: Standing Operating Procedure for Burning of Bulk High Explosive TNT, Explosive D, and Black Powder
- Folder 32: Standing Operating Procedure for Demilitarization of Shell with Fuze and Destroying Tracer
- Folder 33: Standing Operating Procedure for Demilitarization of 105mm Gun Projectile
- Folder 34: Standing Operating Procedure for Demilitarization of 60mm Mortar Illuminating Shell
- Folder 35: Standing Operating Procedure for Demilitarization of Small Arms Ammunition
- Folder 36: Standing Operating Procedure for Burning of Flare Trip with Fuze
- Folder 37: Standing Operating Procedure for Demilitarization of 57mm Gun Cartridge
- Folder 38: On File in ASO
- Folder 39:

- SOP for Destruction of Rifle Grenade by Detonation, 1953
- SOP for Demilitarization of M8 Rocket, 1951
- SOP for Segregation of 90mm Projectiles, 1952
- SOP for Demilitarization by Burning of .30 and .50 Caliber Ammunition, 1952
- Folder 40: Standing Operating Procedure for Demilitarization of Grenade Rifle
- Folder 41: Standing Operating Procedure for Demilitarization of 4.5" Rocket
- Folder 42: Standing Operating Procedure for Segregation of Projectiles in Igloo Storage
- Folder 43: Standing Operating Procedure for Demilitarization of .30, .50 and .60 Caliber Ammunition by Burning, 1956
- Folder 44: Standing Operating Procedure for Normal Maintenance, Modification, Defuzing and Refuzing, and Renovation of 90mm Fixed Shell, 1953
- Folder 45: Standing Operating Procedure for Renovation of Fixed Shell with Supplementary Charge and Fuze
- Folder 46:
  - SOP for Demilitarization of 155mm Gun or Howitzer Shell, 1953
  - SOP for Demilitarization of 37mm Gun Shot, 1954
  - SOP for Demilitarization of Bomb Nose Fuze, 1951
- Folder 47: Standing Operating Procedure for Demilitarization of 155MIII and MIIAI
- Folder 48: Standing Operating Procedure for Demilitarization of 37mm Shell and Shot
- Folder 49:
  - SOP for Demilitarization of 20mm Ammunition (all types), 1955
  - SOP for Demilitarization of 3.25" Rocket Target, 1953
  - SOP for Debanding of 37mm-155mm Inert Artillery Projectiles, 1952
  - SOP for Burning Rocket Propellant Powder, 1952
  - SOP for Demilitarization of Kit Containing 3 Parachute Unit Assemblies, 3 Nose Fuze Bombs, and 1 Adapter Cluster for Booster Storage, 1952
  - SOP for Demilitarization of Fuze, 1952

➤ **Box 11: Standard Operating Procedures, 1952-1956**

- Folder 1:
  - SOP for Destruction by Detonation of V.T. Fuzes Complete with Boosters, 1953
  - SOP for Destruction by Burning of Igniter for Fuze and Mine, 1953
  - SOP for Destruction by Detonation of 20mm Ammunition, 1952
  - SOP for Destruction by Burning of Primers, 1952
  - SOP for Demilitarization of Blank Ammunition in Lots not to exceed 50 rounds, 1952
  - SOP for Destruction by Detonation of M120 Bomb Nose Fuzes with Boosters, 1952
  - SOP for Destruction by Detonation of .08 and .15 second Delay Detonators, 1954
  - SOP for Destruction by Detonation of Boosters (all types), 1954
  - SOP for Destruction by Detonation of Kit Destructors, 1953
  - SOP for Destruction by Detonation of M-600 Fuzes
- Folder 2: Standing Operating Procedure for Destruction by Detonation of V.T. Fuzes with Boosters, 1956
- Folder 3: SOPs on File in ASO
- Folder 4:
  - SOP for Destruction by Detonation of Various Types of Ammunition, 1954

- SOP for Destruction by Detonation of 105mm Howitzer Illuminating Projectile, 1953
- SOP for Destruction by Burning of M74 Signal, Sound, and Flash, 1953
- SOP for Destruction by Detonation of M17 Fragmentation Grenade and Rifle, 1953
- SOP for Destruction by Detonation of Bangalore Torpedo, 1953
- SOP for Destruction by Burning of Bursters, 1954
- SOP for Destruction by Detonation of Fuze without Boosters, 1954
- SOP for Destruction by Detonation of Bomb Nose Fuze with Booster, 1954
- SOP for Demilitarization of 76mm Gun Fixed Projectile, 1955
- SOP for Destruction by Detonation of Fuze with or without Booster, 1953
- SOP for Destruction by Burning of Bomb Nose Fuze without Boosters, 1952
- Folder 5:
  - SOP for Destruction by Burning of Fuze without Booster, 1953
  - SOP for Demilitarization of Aircraft Flare, 1953
  - SOP for Destruction by Burning of Air Craft Red Star Signal and Parachute, 1953
  - SOP for Destruction by Burning of Hand Grenade Fuze, 1953
  - SOP for Destruction by Burning of Destructor M7, 1953
  - SOP for Destruction by Detonation of 155mm Howitzer and Gun Shell, 1953
  - SOP for Destruction by Detonation of 81mm Mortar Shell with Fuze, 1953
  - SOP for Destruction by Detonation of Mine M2A1, 1953
  - SOP for Destruction by Burning of 4.5" Rocket Heads containing High Explosives, 1953
- Folder 6:
  - SOP for Decontamination of Damaged Metal Containers and Inspection for Inertness, 1953
  - SOP for Demilitarization of 37mm Fixed Shell, 1953
  - SOP for Demilitarization of 75mm Gun Fixed Shell, 1955
  - SOP for Destruction by Detonation of 75mm Howitzer Shell, 1953
  - SOP for Demilitarization of Components for Fuze Series, 1953
  - SOP for Destruction of By Detonation of 81mm Mortar Shell with Fuze, 1953
  - SOP for Destruction by Burning of High Burst Ranging Signal, 1953
  - SOP for Destruction by Detonation of Grenade and Rifle, 1953
  - SOP for Destruction by Burning of Aircraft Signal and Aircraft Tracer, 1953
  - SOP for Destruction by Detonation of M6 Mines, 1953
  - SOP for Destruction of 100lb Bomb, 1953
  - SOP for Destruction by Detonation of 155mm Howitzer Shell, 1953
  - SOP for Storing Explosives at Demolition Ground, 1953
  - SOP for Debugging and Repack of Propelling Charges for 105mm Howitzer, 1953
  - SOP for Destruction by Burning of Single Star Parachute Ground Signals, 1953
  - SOP for Destruction by Detonation of 155mm Howitzer Shell, 1953
  - SOP for Inspection of Cluster Fragmentation Bombs, 1953
  - SOP for Destruction by Burning of Ignition Cartridges for 60 and 81mm and Firecrackers, 1953
  - SOP for Destruction by Detonation of 105mm Howitzer Shell, 1953
- Folder 7:
  - SOP for Destruction by Detonation of 60mm Mortar Shell with Fuze, 1953

- SOP for Demilitarization of 155mm Gun Projectile, 1954
- SOP for Destruction by Detonation of Charge Snake Demolition, 1953
- SOP for Destruction by Burning of Inert Mines, 1953
- SOP for Destruction of 10 Wafer Bombs and 4lb Fragmentation Bombs, 1954
- SOP for Destruction by Burning of Flare Guide, 1953
- SOP for Burning Tracer Element out of 37mm Projectiles, 1953
- SOP for Destruction by Detonation of Fuze with and without Boosters, 1953
- SOP for Destruction by Burning of Distress Signals, 1953
- SOP for Destruction by Burning of 8" and 240mm Gun or Howitzer Shell, 1953
- SOP for Destruction by Burning of Night Drift Signal, 1953
- SOP for Modification of 4.2" Mortars Shell, 1953
- SOP for Destruction by Detonation of 37mm Gun Projectile, 1953
- Folder 8:
  - SOP for Destruction by Detonation of 105mm Howitzer Gas Shell, 1954
  - SOP for Destruction of 105mm Howitzer Flash Reducer, 1954
  - SOP for Demilitarization of Propelling Charge for 155mm Gun, 1954
  - SOP for Destruction by Burning of Tow Target Flare, 1954
  - SOP for Destruction by Detonation of 4.5" Rocket Head, 1954
  - SOP for Destruction by Burning of Primer in Cartridge Case, 1954
  - SOP for Demilitarization of 75mm Fixed Shot, 1954
  - SOP for Destruction by Detonation of 105mm Howitzer Shell with or without Fuze, 1955
- Folder 9: Standing Operating Procedure for Destruction by Detonation of Charge Snake Demolition, 1957
- Folder 10: Standing Operating Procedure for Destruction by Detonation of 3.25" Rocket Target, 1953
- Folder 11: Standing Operating Procedure for Destruction by Burning of Flare Trip M48, 1953
- Folder 12: Standing Operating Procedure for Demilitarization of 4.5" Rocket, 1954
- Folder 13: Standing Operating Procedure for Demilitarization of 4.5" Practice Rocket
- Folder 14: Standing Operating Procedure Demilitarization of Inert Ammunition, 1953
- Folder 15: Standing Operating Procedure for Demilitarization of 57mm Gun Cartridge, 1954
- Folder 16: Standing Operating Procedure for Demilitarization of 37mm Gun Cartridge Drill, 1953
- Folder 17: Standing Operating Procedure for Destruction of 240mm Howitzer Shell, 1953
- Folder 18: Standing Operating Procedure for Destruction by Burning of Practice Activator in Rotary Furnace, 1953
- Folder 19: Standing Operating Procedure for Destruction by Detonation of Fragmentation Bomb, 1953
- Folder 20: Standing Operating Procedure for Demilitarization of 500lb Cluster Fragmentation Bomb, 1955
- Folder 21: Standing Operating Procedure for Demilitarization of 75mm Gun Fixed Projectile, 1955
- Folder 22: Standing Operating Procedure for Destruction of 8" Gun or Howitzer Shell with or without Fuze, 1953
- Folder 23: SOPs on File in ASO
- Folder 24: Standing Operating Procedure for Destruction of Charge Spotting, 1955

- Folder 25: Standing Operating Procedure for Destruction by Detonation of 155mm Howitzer or Gun Shell with or without Fuze, 1954
- Folder 26: Standing Operating Procedure for Renovation of 105MM Howitzer Shell, 1956
- Folder 27: Standing Operating Procedure for Demilitarization of Auxiliary Rocket Fuze with Booster, 1954
- Folder 28: Standing Operating Procedure for Destruction by Detonation of 5" Rocket Head, 1954
- Folder 29: Standing Operating Procedure for Destruction by Burning of Loaded Components from Fuzes
- Folder 30: Standing Operating Procedure for Destruction by Detonation of 57mm Gun Projectile with or without Fuze, 1954
- Folder 31: Standing Operating Procedure for Demilitarization of 250lb Bomb, 1954
- Folder 32: Standing Operating Procedure for Receipt, Inspection and Classification of Packing Material Received from Post, Camps, and Stations, 1957
- Folder 33: Standing Operating Procedure for Destruction by Detonation of 90mm Shell, 1954
- Folder 34: Standing Operating Procedure for Renovation of 57mm Rifle Cartridge, 1955
- Folder 35: Standing Operating Procedure for Renovation of 57mm Rifle Cartridge, 1955
- Folder 36: Standing Operating Procedure for Demilitarization of Rocket Fuze with Booster, 1954
- Folder 37: Standing Operating Procedure for Destruction by Burning of Auxiliary Booster, 1954
- Folder 38: Standing Operating Procedure for Demilitarization of Fuze, 1957
- Folder 39: Standing Operating Procedure for Demilitarization of Cluster Fragmentation Bomb
- Folder 40: Standing Operating Procedure for Destruction of Parachute Flare, 1955
- Folder 41: Standing Operating Procedure for Destruction of Aircraft Flare Skymark, 1954
- Folder 42: Standing Operating Procedure for Demilitarization of Practice Rocket, 1954
- Folder 43: Standing Operating Procedure for Demilitarization of Fuze, 1954
- Folder 44: Standing Operating Procedure for Destruction of 4.5" Rocket Complete Round, 1954
- Folder 45: Standing Operating Procedure for Demilitarization of 23lb Parachute Unit, 1954
- Folder 46: Standing Operating Procedure for Demilitarization of 105mm Howitzer Illuminating Shell, 1954
- Folder 47: Standing Operating Procedure for Demilitarization of 100lb Cluster Fragmentation Bomb, 1955
- Folder 48: Standing Operating Procedure for Destruction by Detonation and Burning of 155mm Howitzer Gas Shell

➤ **Box 12: Standard Operating Procedures, Still Picture Files, Training Operations Files, Unit History Files, 1951-1963**

- Folder 1: Standing Operating Procedure for Demilitarization of Cluster Fragmentation Bomb, 1955
- Folder 2: Standing Operating Procedure for Destruction by Detonation of Fuzes (all types), 1955
- Folder 3: Standing Operating Procedure for Destruction by Detonation of Bursters

- Folder 4: Standing Operating Procedure for Destruction of 75mm Howitzer or Gun Shell, 1955
- Folder 5: Standing Operating Procedure for Destruction by Detonation of 2.36" Rocket, 1955
- Folder 6: Standing Operating Procedure for Demilitarization of Charge Propelling Dummy for 4.5" Gun, 1955
- Folder 7: Standing Operating Procedure for Demilitarization of 23lb Practice Bomb without Parachute, 1955
- Folder 8: Standing Operating Procedure for Destruction by Burning of SMK Canisters, 1955
- Folder 9: Standing Operating Procedure for Destruction by Burning of Fuze Nose Bomb, 1955
- Folder 10: Standing Operating Procedure for Demilitarization of 105mm Howitzer Shell without Fuze, 1955
- Folder 11: Standing Operating Procedure for Demilitarization of Projectile Dummy for 4.5" Gun, 1955
- Folder 12: Standing Operating Procedure for Demilitarization of 4.5" Gun Shell, 1955
- Folder 13: Standing Operating Procedure for Removing Frozen Fuzes and Base Plugs in 105mm Howitzer Shell
- Folder 14: Standing Operating Procedure for Demilitarization of 75mm Howitzer Shell, 1955
- Folder 15: Standing Operating Procedure for Destruction by Detonation of 2.36" Rocket
- Folder 16: Standing Operating Procedure for Destruction by Detonation of Cluster Fragmentation Bomb, 1955
- Folder 17: Standing Operating Procedure for Renovation of 4.2" Cartridge with Fuze, 1956
- Folder 18: Standing Operating Procedure for Demilitarization of 75mm Gun Shell
- Folder 19: Standing Operating Procedure for Maintenance and Repairs Requiring Heat or Spark Producing Equipment where there are Explosives, Highly Flammable, or Critical Materials Involved, 1952
- Folder 20: Standing Operating Procedure for Cleaning and Decontamination of Explosive Contaminated Equipment and/or Removing Equipment from Washout Building, 1957
- Folder 21: Standing Operating Procedure for Segregating Bearings, 1954
- Folder 22: Standing Operating Procedure for Demilitarization of 75mm Howitzer—Incomplete
- Folder 23: Storing and Storage of Supplies, 1954
- Folder 24: Administration, 1956
  - Elimination of Certificates
  - Financial Reports
  - Interim Ordnance Management Structure
  - Army Cooperation with Boy Scouts of America
  - Mobilization Personnel Requirements
  - List of Current Storage and Outloading Drawings
  - Ordnance Command Management System
    - Financial Management
    - Engineered Performance Time Standards Program
  - Change, Organizational, and Functional Manual
  - Mobilization Plans

- **2 Photographs** of Damages Incurred in a Wind Storm
- Folder 25: Still Picture Files, 1963
- Folder 26: National Defense, 1958
  - Test of MARS Radiological Fallout Information Transmission
  - Disaster and/or Emergency Troop Availability Report
  - Nuclear Incidents
  - Guide for Conversion of US Weather Bureau Upper Winds for use with Field Army Fallout Prediction Method
  - Assistance in Preparing Predicted Fallout Plots and Radiological Center Operations
  - US Army Fallout Prediction System (Interim)
  - Radiological Fallout Prediction Plots
  - CBR Monitoring Teams
  - Domestic Emergency Plan
- Folder 27: Military History, 1951
  - Monthly Diary Summary Requirements
  - Post Diary Summaries, October 1951
  - Procedural Guide Concerning the Preparation and Submission of Historical Reports
- Folder 28: Military Histories, 1952
  - Post Diary Summaries, May-November 1952
    - Housing Project to Begin
    - Ammunition Renovation Division Abolished
  - Semiannual Historical Summary
  - Briefing Material
  - Historical Summaries from VJ- Day to July 1951 needed by Ordnance Department
- Folder 29: Military Histories, 1953
  - Article on Army Historical Program—"The Past Guides the Future"
  - Mission and Organization of Blue Grass Ordnance Depot
    - Storage, maintenance, receiving, and shipping of Ordnance material; mostly ammunition
    - Storage place that is convenient to ports, but sufficiently far to prevent sudden attack from sea or air
    - Not met well by the surrounding community because of the amount of land being used and the changes that occur to wages as employment went up
  - Monthly Diary Summaries, December 1952- February 1953
- Folder 30: Military Histories, 1957
  - Historical Summary, July- December 1956
- Folder 31: Military Histories, 1958
  - Historical Summary, January-June 1958
  - Historical Summary, July-December 1957

➤ **Box 13: Standard Operating Procedures, 1964**

- ALL folders apart of the Publication Record Set
- Folder 1: Organization and Functions Manual

- Folder 2: Emergency Evacuation Instructions—Issuance of Emergency Instruction Cards and Civil Defense Identification Cards
- Folder 3: Cancellation of SOP “Typist Pool”
- Folder 4: Regulations for Control of Smoking
- Folder 5: Rest and Dining Areas
- Folder 6: Depot Library
- Folder 7: Duty Officers Instructions
- Folder 8: Damage Control Plan
- Folder 9: Assignment of Buildings, Storage, and Office Space
- Folder 10: Hours of Work-Civilian
- Folder 11: Target Range
- Folder 12: Defcon Notification Procedure
- Folder 13: Cancellation of SOP “24 Hour Alert Status”
- Folder 14: Request for Data Processing Service
- Folder 15: Recurring Reports Required Under Second U.S. Army Emergency Operational Plans
- Folder 16: Air Defense Warning System
- Folder 17: Fallout Shelter Plan
- Folder 18: Natural Resources—Management and Harvesting of Fish and Wildlife
- Folder 19: Registration of Animal Pets
- Folder 20: Mobilization Contingency Plan Responsibilities
- Folder 21: Work Measurement Program
- Folder 22: Management Improvement Program
- Folder 23: Operating Program and Budget—Formulation, Execution, and Review and Analysis
- Folder 24: Command Operating Program Formulation and Maintenance
- Folder 25: Contractor Selection Board
- Folder 26: Restaurant Policy
- Folder 27: Control and Distribution of Civilian Payroll Checks and U.S. Savings Bonds
- Folder 28: Bonded Position Control
- Folder 29: Procedure for Collection of Delinquent Federal Income Taxes
- Folder 30: Procedure for Operation of the Depot Imprest Fund
- Folder 31: Savings Bonds
- Folder 32: Requests for Increasing Federal Income Tax Withholdings
- Folder 33: Overtime
- Folder 34: Time and Attendance Card Reporting
- Folder 35: Cancellation of SOP “Review and Analysis of Cost Variances Depot Operations Program”; Work Simplification Program
- Folder 36: Accounting for Charge Sales Activities
- Folder 37: Pay Entitlement
- Folder 38: Cancellation of SOP “Cost Accounting”
- Folder 39: Coordination and Liaison with External Audit, Inspection, and Review Agencies
- Folder 40: Cancellation of SOP “Accounting and Reporting of Appropriation Reimbursements”
- Folder 41: Reimbursement for Unprogrammed Packing and Handling Charges
- Folder 42: Accounting Policy and Internal Review Functions
- Folder 43: Cancellation of SOP “OMA Inventories Financed by BP 2200”

- Folder 44: Army Industrial Fund Billing Procedure
- Folder 45: Medical Services for Civilian Personnel
- Folder 46: Medical Services for Military Personnel
- Folder 47: Medical Services for Military Dependents
- Folder 48: Cancellation of SOP “Blood (Donations, Solicitations, Red Cross, Other)”
- Folder 49: Travel
- Folder 50: Receipt, Maintenance, and Dispatch of Cargo Transporters in Conex Service
- Folder 51: Vehicles
- Folder 52: Credit Card Purchases and Roadside Repairs for GTA Vehicles and/or Depot Assigned Aircraft
- Folder 53: Airfield Operations
- Folder 54: Request for Telephone Service
- Folder 55: Telephonic Communications
- Folder 56: Minimize Messages
- Folder 57: Pictorial Service
- Folder 58: Audio-Visual Communication Center
- Folder 59: Investigations
- Folder 60: Crime Prevention Surveys
- Folder 61: Nonappropriated Funds
- Folder 62: Civilian Welfare Fund
- Folder 63: Employment of Nonappropriated Fund Employees
- Folder 64: Cancellation of SOP “Commercial Industrial Activity Review Programs”
- Folder 65: Preparation and Distribution of Standard Procedures
- Folder 66: Forms and Management Control
- Folder 67: Types of Directives”
- Folder 68: Index of Lexington-Blue Grass Army Depot Standard Procedures
- Folder 69: Printing and Reproduction
- Folder 70: Reports Control System
- Folder 71: Mail Management
- Folder 72: Correspondence Symbols
- Folder 73: Receipt, Recording, and Safeguarding of Bids Prior to Opening
- Folder 74: Correspondence Signatures
- Folder 75: Records Administration
- Folder 76: Cancellation of SOP “Master Record Tapes (USAEMA)”
- Folder 77: Maintenance and Release of Information in Connection with Audits, Inspections, Reviews, and Examinations by External Agencies
- Folder 78: Safeguarding Nondefense Information
- Folder 79: Safeguarding Public Property
- Folder 80: Photographs and Sketches
- Folder 81: Security Escorts
- Folder 82: Lexington-Blue Grass Army Depot Safety Program
- Folder 83: Accident Reporting and Records
- Folder 84: Reporting of Accidents, Incidents, and Property Damage Caused by Railway Equipment
- Folder 85: Lexington-Blue Grass Army Depot Protective Clothing and Equipment Program
- Folder 86: Occupational Vision Program

- Folder 87: Lexington-Blue Grass Ordnance Depot Accident and Fire Prevention Guide for Contractors
- Folder 88: Railroad Operations
- Folder 89: Emergency Repair of Fire Reporting Systems
- Folder 90: Repair and Utilities Activities
- Folder 91: Policing of Grounds
- Folder 92: Fire Prevention, Control, and Evacuation
- Folder 93: Control and Internal Review of Maintenance and Repair, Rehabilitation, and Minor Construction Projects
- Folder 94: Grievances and Appeals
- Folder 95: Relationships with Employee Organizations
- Folder 96: Age Limits for Employment
- Folder 97: Emergency Civilian Locator Roster
- Folder 98: Fixing Pay Rates
- Folder 99: Federal Employees Group Life Insurance
- Folder 100: Equal Employment Opportunity
- Folder 101: Employees Compensation for Disability and Death
- Folder 102: Nondiscrimination in Supported Organizational Activities
- Folder 103: Personnel Identification and Movement Control; Audio-Visual Communication Center
- Folder 104: Requests for Personnel
- Folder 105: Detailing of Civilian Employees
- Folder 106: Position Changes
- Folder 107: Noncommissioned Officer Logistics Program
- Folder 108: Step Increases
- Folder 109: Career Programs Registration and Changes
- Folder 110: Conduct of Employees; Junior Officers Training Program
- Folder 111: Leaves and Passes-Military Personnel
- Folder 112: Intoxication and Alcoholic Beverages
- Folder 113: Firearms and Weapons
- Folder 114: Personnel Policy for Civilian Employees
- Folder 115: Employee Separations and Clearances
- Folder 116: Civil Service Retirement System
- Folder 117: Procedure to be followed in the Death of an Army Member or his Dependent
- Folder 118: Civilian Personnel Folders
- Folder 119: Employee Record Card
- Folder 120: Lost and Found Personal Property
- Folder 121: Employee Numbers
- Folder 122: Military Uniforms
- Folder 123: Reporting of Items Controlled by the Defense Industrial Plant Equipment Center
- Folder 124: Cancellation of SOP “Assignment and Control of Non-Federal Stock Numbers”
- Folder 125: Depot Processing of Fixed Plant Telephone Equipment
- Folder 126: Special Inventory Procedure for Defense Supply Centers
- Folder 127: Maintenance of the Freeze File
- Folder 128: Cancellation of SOP “Monthly Inventory of Perishable Items for Reporting Purposes”

- Folder 129: Cancellation of SOP “Freeze of Stocks Due to Technical Difficulties”
- Folder 130: Cancellation of SOP “Army Field Stock Control System”
- Folder 131: Contract Labor Relations
- Folder 132: Local Procurement of Items Required for In-Process End Item Equipment within the Maintenance Directorate
- Folder 133: Charge Account Purchasing
- Folder 134: Negotiated Procurement
- Folder 135: Handling Radioactive Material
- Folder 136: Requisitioning and Procurement of OCC and DSA Items to Support Unit and Set Assembly
- Folder 137: Temporary Withdrawal of Test Equipment from Depot Stock
- Folder 138: Processing Priority 1-8 Requisitions
- Folder 139: Processing Lead Covered and Lead and Armor Covered Telephone Cable for Storage and Shipment
- Folder 140: Receipt, Storage, and Issue of Bulk Petroleum Products
- Folder 141: Receipt, Storage, and/or Shipment of Dry Cell Batteries at Remote Storage Locations
- Folder 142: Determination of Candidates for and Certification of CRC-6 Stock
- Folder 143: Equipment Improvement Report
- Folder 144: Defect Classification
- Folder 145: Depot Inspection Stamps
- Folder 146: Bin Stock Replenishment
- Folder 147: Application of Joint Electronic Type Designation System Numbers
- Folder 148: Cancellation of SOP “Packaging Packing and Marking of Signal Corp Equipment and Supplies”
- Folder 149: Bicycles—Maintenance and Repair
- Folder 150: Care of Supplies in Storage
- Folder 151: Remarketing of Stock
- Folder 152: Typewriter Care by Typist
- Folder 153: Maintenance of Materials Handling Equipment
- Folder 154: Warehouse Trailers
- Folder 155: Maintenance Float Stock of Avionics Equipment
- Folder 156: Quality Evaluation and Acceptance Inspection Program for Depot Ammunition Maintenance Operation
- Folder 157: Quality Control Office—Directorate for Maintenance
- Folder 158: Photodosimetry Service
- Folder 159: Mechanization of Records Keeping in the Calibration of Standards
- Folder 160: Command Maintenance Management Inspection
- Folder 161: Inspection
- Folder 162: Parts Management for Maintenance Directorate
- Folder 163: Utilities Conservation
- Folder 164: Property Disposal
- Folder 165: Cancellation of SOP “Disposal of Surplus Property by the Retail Sales Method”
- Folder 166: Cancellation of SOP “Technical Service Excess Property”
- Folder 167: Demilitarization of Classified Military Electronics
- Folder 168: Disposition of Salvaged DSC Stock
- Folder 169: Patents and Inventions

# MILAN ORDNANCE ARSENAL (MILAN, TN)

## *Brief History*

The Milan Ordnance Arsenal, located in Milan, Tennessee, was composed of two different facilities when it first began. The first piece of the Milan Arsenal was the Wolf Creek Ordnance Plant. The Wolf Creek Ordnance Plant was contracted with the government and Proctor & Gamble Defense Corporation as a manufacturing plant for ammunition, as well as amatol and nitrate from ammonia. Wolf Creek began construction in January 1941, and by the spring they were beginning to open assembly lines for munitions production. In September 1941 the Office of the Chief of Ordnance took control of the Wolf Creek Ordnance Plant for World War II production efforts. The second piece of the Milan Arsenal was the Milan Ordnance Depot. The Milan Ordnance Depot was constructed in the proximity of the Wolf Creek Ordnance Plant as a facility for shipping, receiving, and storing munitions. It was fully functional in February of 1942, but in April 1943 Wolf Creek Ordnance Plant and Milan Ordnance Depot were consolidated into the Milan Ordnance Center. This consolidated center was then passed back to Proctor & Gamble in July 1943, thus ending the duties with the Office of the Chief of Ordnance. It was a standby facility with ample ammunition storage, renovation, and demilitarization capabilities, and they produced practice munitions well into the late 1940s. The records indicate that they were an important Ordnance facility until 1948.



Milan Ordnance Center employed women throughout its history, often surpassing a 50% female employee workforce. It also employed African American men, but the records evidence that their jobs were limited to unskilled tasks away from production lines. There are photographs throughout these records that show the step-by-step production and storage of ammunition. While these photos show the technical side, they also show black and white women and men working in many capacities at the Milan Ordnance Center. Milan was involved in the small, rural, and agricultural community around them. Employees participated in the Red Cross blood drives and the March of Dimes.

The people of the Milan Ordnance Center did not have many labor disputes because they were exclusively union workers from the American Federation of Labor Union, but there were problems with absenteeism. One of the biggest problems throughout the facility's history was the road conditions coming into and going out of the gates. People were not able to traverse the roads during inclement weather, forcing the Milan Ordnance Center to create a public transportation system that could handle the unruly mud roads. The center also dealt with problems of widespread illness. There was even a published memorandum to employees explaining that the food needed to contain more nutritional value in order for illness to slow its pace and for workers to thrive at Milan. The final contributor to Milan's absenteeism was that it was situated in an agricultural community, and the employees needed to leave periodically to harvest their fields. Milan adjusted to this and it was able to control absenteeism until VJ-Day, when a large majority of employees were terminated.



# MILAN ORDNANCE ARSENAL (MILAN, TN)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Historical Reports, 1940-1946; Milan Ordnance Arsenal

**Boxes:** 3-6, LTA-S

**Entry:** 0027

## ➤ **Box 3: Historical Reports, 1940-1943**

- Folder 1: Historical Report of Wolf Creek Ordnance Plant, 1940-1942
  - Contracted Proctor and Gamble Defense, Co. to produce ammunition, amatol, and nitrate from ammonia
    - Outline of Activities
  - Began construction in January 1941 and production began in the spring of ammunition lines
  - Detailed report on the property, layout of lines of production, railroads, roads, storage areas, equipment, housing
  - Policy on Historical Reports
  - **Transportation** a great problem for employees
  - September 1941 the Ordnance Department took control
  - Correspondence between Procter and Gamble and the Ordnance Department
- Folder 2: Historical Report of Milan Ordnance Depot, 1941-1943
  - Construction began on June 20, 1941 and full production in February 1942
  - Ship, receive, and store ammunition
  - Adjoining Wolf Creek Ordnance Plant
  - Report on Construction Dates of Completion
  - On April 24, 1943 Milan Ordnance Depot and Wolf Creek Ordnance Plant were consolidated into Milan Ordnance Center
  - On July 11, 1943 the Ordnance Center passed back to Proctor and Gamble, thus ending their duties with the Ordnance Department
  - List of Buildings
- Folder 3: Historical Report Supplement 1, January-March 1943
  - Hours of Work and Overtime Compensation
  - Rationing Board Notices
  - Plant Alteration Projects
  - Recreation Council Established
  - Production Reports
- Folder 4 and 5: Historical Report Supplement 2, April- June 1943
  - **Training women operators** for ammunition production
  - **Photographs (4)** of M52-Fuze Conveyor Assembly
  - Plant Alteration Projects
  - Production Reports
  - Comparative Cost Statement Charts
  - Monthly Production Graphs for 155mm and two Fuze- proposed, actual, and daily production
- Folder 6: Historical Reports Supplement 3, July-September 1943
  - Contracts
  - Production

- Summary of Manpower Savings
- Safety Audit
- Actual and Standard Man Hours/Unit Charts for each ammunition production line
- Comparative Cost Statement Charts
- General Information Manual for Employees
- Folder 7 and 8: Historical Report Supplement 4, October-December 1943
  - Book II Exhibits
    - **Photographs (88)** of each step of Ammunition Production Process
  - Use of X-Ray Machine for HE Ammunition Acceptance
  - Comparison of Earned v. Actual Man Hours
  - Actual and Standard Man Hours/Unit Charts
  - Comparative Cost Statement
  - Employment is almost 50% female
  - Personnel Data
  - Production Volume

➤ **Box 4: Historical Reports, 1944-1945**

- Folder 1: Historical Report Supplement 5, January-March 1944
  - Employee Recruiting Drive in the community
  - Storage capacities
  - Personnel Data
  - Production and Renovation Volume
  - Accident Report
  - **Photographs (24)** of ammunition production processes
  - Actual and Standard Man Hours/Unit Charts
- Folder 2: Historical Report Supplement 6, April-June 1944
  - Storage capacity evaluations
  - Personnel Data
  - Production and Renovation Volume
  - **Photographs (13)** of ammunition production process
  - Work Load Charts
  - Report of Visits
- Folder 3: Historical Report Supplement 7, July-September 1944
  - Personnel Data
  - Production and Renovation Volume
  - **Photographs (36)** of ammunition production process
  - Work Load Charts
  - Unrest in morale because of the improving military situation
  - Expansion of TNT reclamation facilities cancelled
  - Report of Visits
- Folder 4: Historical Report Supplement 8, October-December 1944
  - Termination is focused on excessive absenteeism and the necessity for **female employees to devote more time to families**
  - Personnel Data
  - Production and Renovation Volume
  - **Photographs (21)** of ammunition production process
  - Work Load Charts
- Folder 5: Historical Report Supplement 9, January-March 1945

- Gradual decreases in employment and clerical staff
- Personnel Data
- Production and Renovation Volume
- **Photographs (15)** of ammunition storage process
- Work Load Charts
- Monthly Bulletin began for workers
- Folder 6: Historical Report Supplement 10, April-June 1945
  - Personnel Data
  - Production and Renovation Volume
  - **Photographs (14)** of ammunition storage process
  - Work Load Charts
  - Reduction in force continues
- Folder 7: Historical Report Supplement 11, July-September 1945
  - After VJ-Day reductions in production and employee termination became rapid
  - Personnel Data
  - **Photograph** of Hot Probe Apparatus
  - Report of Investigation of Explosion
  - Work Load Charts
  - Production and Renovation Volume

➤ **Box 5: Historical Reports, 1945-1946 and Photostatic Copies of Correspondence 1-599**

- Folder 1: Historical Report Supplement 12, October-December 1945
  - **Photographs (6)** of ammunition storage processes
  - Buildings placed at operating position for manufacturing practice ammunition and renovating ammunition
  - Housing facilities are not adequate
  - Organization Chart, 1945
  - Production Volume Chart
  - Termination of contract with the government and Proctor and Gamble Defense Corporation
  - Maintenance of Production Equipment during Government Operation
- Folder 2: Historical Report Supplement 13, January-June 1946
  - **Photographs (15)** of ammunition storage processes
  - All production is focused on demilitarization of ammunition
  - Organizational Chart, 1946
  - Report of Proceedings of the Supplement Review Board
  - Obsolete Ammunition
  - Work Measurement Record
  - Depot Operations Report
- Folder 3: Wolf Creek/ Milan Ordnance Depot DUPLICATE Photographs
- ALL Photostatic Copies of Correspondence contain: Correspondence with Ordnance Department, Wolf Creek, Milan Ordnance Depot, and Proctor & Gamble Defense Corporation
  - General Production
  - Personnel Matters
  - Ordnance Policies and Procedures
  - Funds and Budgets
  - Employee Welfare—recreation, housing, food, etc.

- Folder 4: Photostatic Copies of Correspondence 1-100
- Folder 5: Photostatic Copies of Correspondence 101-199
- Folder 6: Photostatic Copies of Correspondence 200-299
- Folder 7: Photostatic Copies of Correspondence 300-399
- Folder 8: Photostatic Copies of Correspondence 400-499
- Folder 9: Photostatic Copies of Correspondence 500-599

➤ **Box 6: Photostatic Copies of Correspondence 699-865 and Field Progress Reports**

- ALL Photostatic Copies of Correspondence contain: Correspondence with Ordnance Department, Wolf Creek, Milan Ordnance Depot, and Proctor & Gamble Defense Corporation
  - General Production
  - Personnel Matters
  - Ordnance Policies and Procedures
  - Funds and Budgets
  - Employee Welfare—recreation, housing, food, etc.
- Folder 1: Photostatic Copies of Correspondence 600-699
- Folder 2: Photostatic Copies of Correspondence 700-799
- Folder 3: Photostatic Copies of Correspondence 800-865
- Folder 4: Unnumbered Photostatic Copies of Correspondence
  - Historical Report of Wolf Creek Ordnance Plant
  - Memoranda Concerning Ordnance Purchasing
- Folder 5: Unnumbered Photostatic Copies of Correspondence, 1941-1942
- Folder 6: Statement of Operating Expenses
  - Itemized Statements
- Folder 7: Field Progress Reports, February 1941-January 1942
  - Each weekly report contains—land purchase, survey work, railroad tracks, highways, administration area, electrical power distribution system, water and sewer system, plant buildings, labor, concrete
  - After production starts each report evaluates the progress of each area of work
  - Cost Estimates
  - Progress Graphs

**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Correspondence, 1946-1948; Milan Ordnance Arsenal

**Boxes:** 1-2, LTA-S

**Entry:** 0026

➤ **Box 1: Formerly Classified Decimal Files, 1946-1948**

- Folder 1: Civilian Contractors
  - List of Contractors being investigated for fraud
  - List of Contractors, Firms, and Individuals Suspended, Disqualified, Debarred, or Ineligible
  - List of Bidders to whom awards will not be made
  - Contractors Certified for Fraud by the Comptroller General
- Folder 2: Policy on Release of Information
  - Public Release of Cover and Deception Information
- Folder 3: Maps and Aerial Photographs

- Availability of Maps and Aerial Photographs
- Folder 4: Embezzlement
  - Pyle-National Company embezzlement of substantial funds
- Folder 5: Budget
  - Justification of Fund Requirements
  - Preparation of Estimates, Military Functions
  - Preparation of “Statement of Civilian Employee’s Health Service Program Requirements”
- Folder 6: Action on War Fraud Cases
  - Actions to be taken under the provisions of WD Memorandum
- Folder 7: Manning Levels and Troop Basis Requirements
- Folder 8: Officers and Enlisted
  - Standard of Efficiency
  - Reserve Officers
  - Procurement of Enlisted Personnel
  - Return of Medical Department Officers from Overseas Command
  - Officers or Enlisted men on duty having suspended sentences to dismissal or dishonorable discharge
  - Working hours of Enlisted Personnel
  - Assignment and Supervision of Enlisted Aliens
  - Removal of Regular Army Officers from the Active List
- Folder 9: Civilian Personnel
  - Classification of Reports on Personnel
  - Opinions of the Judge Advocate General
  - Discharge of Subversive Civil Service Personnel
- Folder 10: Personnel Reductions
  - Personnel Reduction Policies
  - Domestic Intelligence
- Folder 11: Invention for Patenting
  - Photographs and Diagram
- Folder 12: Clearances
  - Clearance of Personnel for Cryptographic Duties
  - Personnel Engaged in Cryptographic Duties
  - Qualifications, Investigations, and Clearances of Persons Having Access to Classified Cryptographic Aids or Devices
- Folder 13: Ordnance Technical Committee
  - Supplemental Declassification Letter
  - Subcommittee on Rocket Material
  - Reclassification of Classified Documents
  - Subcommittee on Automotive Equipment
  - Subcommittee on Artillery and Fire Control Material
  - Subcommittee on Small Arms
- Folder 14: Declassification
  - Supplemental Declassification Letter
  - Reclassification of Ammunition
  - Subcommittee on Rocket Material
- Folder 15: Plan for Expansion of Third Army
- Folder 16: Bureau of Budget

- Bureau of Budget Visit Memorandum
- Folder 17: Foreign Intelligence Information
- Folder 18: Utilization of Command Installations
- Folder 19: Intelligence
  - Return of Registered Document
  - Intelligence Relationships Between the Intelligence Division, GSUSA and the Technical Services
  - Plan for the Defense of the Milan Arsenal in case of National Emergency
  - Disclosure of Derogatory Information to Individuals Restricted from Access to Classified Information
  - Emergency Plan White
  - Security Survey
  - Supplementary Security Measures
  - Investigation of Theft of Government Property
  - Release of Data on Scientific and Technical Personnel
  - Field Instructions for Domestic Positive Intelligence
  - Classification and Censorship of Information Concerning Cover and Deception by the United States or its Allies
- Folder 20: Security Measures
  - Disposition of Subversive and Disaffected Personnel
  - Security Measures
  - Safeguarding Military Information Bulletin
- Folder 21: Bidders List
  - Confidential list of Bidders to whom awards will not be made
  - Investigation of Theft of Government Property
  - Sale of Brass Scrap
- Folder 22: Vehicles for Emergency Transportation
- Folder 23: Subversive Publications
  - Propaganda Publications
  - Restriction of Undesirable Publications
  - Distribution of Minutes of Ordnance Technical Committee Meetings
  - Rescission of Certain Fourth Service Command Directives
- Folder 24: Procurement Planning
  - Proposed Program for Procurement Planning at Installation Level
  - Mobilization Plan
  - Ammunition Mobilization Study
  - Additional Materials Needed
  - Procurement Planning Schedules
- Folder 25: Installation Mobilization Plan
  - Field Service Annex
- Folder 26: Substandard Ammunition Storage
- Folder 27: Criminal Conduct
  - Suspensions of Suddath Moving and Storage Company and North American Van Lines, Inc.
- Folder 28: Construction Planning
  - Construction Planning Program Schedule
- Folder 29: Emergency Plan White and General Area Map of Milan
- Folder 30: Counter Fifth Column Plan

- Photographing, Sketching, Mapping, etc of Defensive Installations
- List of Vital Installations
- **Folder 31: Communist Activities**
- **Folder 32:** Policy on Eviction of Tenants in Housing Projects Transferred to Department of Army by National Housing Agency
- **Folder 33:** Report of Visit of Swedish National and Assistant Military Attaché
- **Folder 34:** Policy on Retention of Family Housing for Personnel on Duty with Civilian Components

➤ **Box 2: Administrative Circulars to Office Memoranda, 1940-1948**

- **Folder 1-3:** Administrative Circulars, 1946-1947
  - Badges
  - Utilities—conservation, emergency calls
  - Standardizing Arsenal Directives
  - Civilian Welfare Council
  - Shifts and line operations
  - Memorandum Receipt Procedure
  - Use of Government Transportation
  - Storeroom Requisitions
  - Request for Issue of Coal
  - Procedure for Handling Scrap Metal from Explosive Areas
  - Depot Surveillance
  - Establishment of Planning and Control Board
  - Responsibility for Buildings
  - Functions and Staffing of Civilian Personnel Division
  - Wage and Salary Administration Policy
  - Bus and Taxi Schedules
  - Medical Services
  - Safety Board
  - Telephone Service
  - Organization Chart
  - Disaster Plan
- **Folder 4:** General Orders, 1945-1948
  - Appointments to Power
  - Officer of the Day Roster and Schedule
- **Folder 5:** Office Memoranda, 1945
  - Conservation of Electricity
  - Excess Dictionaries
- **Folder 6-9:** Office Memoranda, 1946-1948
  - Freezing of Personnel Actions
  - Plant Shut-down
  - Holiday Leave
  - Minutes of Arsenal Safety Board Meeting
  - Official Telephone Calls
  - Living Policies and Procedures
  - Care and Preservation of Supplies and Equipment
  - Procurement of Supplies
  - Conservation of Heating Fuel and Electricity

- The Foreman and Safety
- Inspections
- Complaints
- Arsenal Reports
- Telephone Directory
- Preparations for Reduction in Force
- Report of Accident
- Fire Alarm Procedure Plan



Exhibit 3 - Rocket, Target, A.A., M2  
Dis-assemble & Re-assemble Nose

# BLUE GRASS ORDNANCE DEPOT (RICHMOND, KY)

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## *Brief History*

Blue Grass Ordnance Depot located in Richmond, Kentucky and the Blue Grass Ordnance Depot located in Lexington, KY (see pg. 99) were both contracted by the government as Blue Grass Ordnance Depot Incorporated. Blue Grass Ordnance Depot in Richmond, KY was an important depot for the storage and renovation of ammunition. This facility was tied to the Lexington facility, but it performed independent duties related to the storage, salvage, destruction, and renovation of ammunition and equipment. The records contain office memoranda, as well as depot bulletins that give insight into life at the Depot. The depot in Richmond housed and employed single men and women, as well as families. Blue Grass had recreational facilities, a cafeteria, transportation services, and medical services. There is also evidence of an employee grievance program, which gave the employees of this facility a formal place for their voices and suggestions to be heard. The records also focus on the very important issues of classified material, espionage, and keeping work private. The records place a heavy emphasis on the procedures of employee leave (sick, holiday, excused/unexcused absence), which may suggest that Blue Grass struggled with an absentee issues.

# BLUE GRASS ORDNANCE DEPOT (RICHMOND, KY)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1944-1950; Blue Grass Ordnance Depot

**Boxes:** 1-2, LTA-S

**Entry:** 0017

➤ **Box 1:**

- Folder 1: General Orders, 1950
  - Reorganization
  - Adequacy of Quarters
  - Weekly Bulletin
  - Assumption of Command
- Folder 2: General Orders, 1949
  - Reorganization
- Folder 3: General Orders, 1948
  - Reorganization
  - Assumption of Command
- Folder 4: General Orders, 1947
  - Reorganization
- Folder 5: General Orders, 1946
  - Holiday Leave
  - Sick Leave
  - Annual Leave
  - Contributions and Gifts
  - General Ordnance Employee Policies and Procedures
  - Property Responsibility
  - Appointments
  - Reduction in Force
  - Civilian Employment Board
- Folder 6: General Orders, 1944
  - Transmittal of Orders, Bulletins, etc.
  - Memorial Services for FDR
  - Assumption of Command
  - Relieved of Duties
- Folder 7: Depot Memoranda, 1950
  - General Ordnance Employee Policies and Procedures
  - Efficiency Rating Committee
  - Depot Publications
  - Property Passes and Badges
- Folder 8: Depot Memoranda, 1949
  - General Ordnance Employee Policies and Procedures
  - Medical Treatment
  - Efficiency Ratings
  - Vaccinations
  - Employee Grievance Program
  - Post Bus System

- Folder 9: Depot Memoranda, 1948
  - General Ordnance Employee Policies and Procedures
  - Reorganization
  - Safety Procedures and Practices
- Folder 10: Depot Memoranda, 1947
  - General Ordnance Employee Policies and Procedures
  - Reduction in Force
  - Correspondence
  - Salary and Wage Programs
  - Assignment of Buildings
  - Control of Visitors
  - Control of Employees
  - Reorganization
- Folder 11: Depot Memoranda, 1945
  - General Ordnance Employee Policies and Procedures
  - Reduction in Force
- Folder 12: Depot Memoranda, 1944
  - Roster of Officers
  - General Ordnance Employee Policies and Procedures
  - Rules and Regulations of Depot
- Folder 13: Depot Memoranda, 1943
  - General Ordnance Employee Policies and Procedures
  - Application of Espionage Act
  - Gasoline Rationing
  - Designation of Officers Quarters and Officers Club
  - Work and Job Order Requests
  - Transfer of Operation of Depot—from government to Blue Grass Ordnance Depot Inc.(Firestone Tire and Rubber Company)

➤ **Box 2:**

- Folder 1: Office Memoranda, 1950
  - General Ordnance Employee Policies and Procedures
  - Conservation
  - Inventory
  - Report on Inspections, Studies, and Surveys
  - Information for the Press
  - Loose Talk
- Folder 2: Office Memoranda, 1949
  - Meeting of Board of US Civil Service Examiners
  - General Ordnance Employee Policies and Procedures
  - Complaints under Army Redress System
- Folder 3: Office Memoranda, 1948
  - General Ordnance Employee Policies and Procedures
  - Army Redress System
  - Contributions and Gifts
- Folder 4: Office Bulletins, 1945
  - Employee Grievance Procedure
  - Efficiency Rating Committee
  - Civilian Employee Training Program

- General Ordnance Employee Policies and Procedures
- Folder 5: Office Bulletins, 1944
  - Leave of Absence
  - Employee Grievance Procedure
- Folder 6: Office Bulletins, 1943
  - Preventative Maintenance, Service, and Technical Inspection
  - General Ordnance Employee Policies and Procedures
  - War Bonds
  - Military Courtesy and Customs
- Folder 7: Depot Circulars, 1945
  - Post Housing
- Folder 8-9: Post Diary, 1949-1950
  - Diary of Important Events
    - Inventory
    - Ammunition Shipments
    - Inspections
    - Arrivals and departures of officers and visitors

# ALABAMA ORDNANCE WORKS (SYLACAUGA, AL)

## *Brief History*

Alabama Ordnance Works, located in Sylacauga, Alabama, was built in 1941 as a facility for the production of TNT, DNT, nitrocellulose, and smokeless powder. It was operated through a contract with the DuPont Company and the United States Government. Alabama Ordnance Works shipped the products to surrounding areas, as well as directly to the War Department for use overseas.

Alabama Ordnance Works was divided into three main plant areas, each operating to produce individual munitions. Plant I worked on smokeless powder, Plant II worked on TNT, and Plant III worked on the production of anhydrous ammonia for nitrocellulose. These plants also worked in unison to produce munitions at a peak rate of 40 million pounds per month. Alabama Ordnance Works was critical to the war effort, but in 1945 after VJ-Day they were put on standby and the facilities ceased operations. The buildings became commercial property for the DuPont Company, but the Alabama Ordnance Works was dissolved.



This series of boxes contains an ample amount of photographs that show the construction of the three main plants of Alabama Ordnance Works. While these photographs mostly just show the technical aspects of construction, they also hint at issues within this Ordnance Works. In looking at the photographs, as well as the Office Orders, there is evidence that some of the areas were constructed at high speeds, while others progressed more slowly due to a shortage of material or labor. The Alabama Ordnance Works provided housing and transportation services to its employees. They were also involved with community activities such as the March of Dimes.

# ALABAMA ORDNANCE WORKS (SYLACAUGA, AL)

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**Record Group:** RG 156, Office of the Chief of Ordnance

**Title:** Assorted Records, 1941-1946; Alabama Ordnance Works

**Boxes:** 1-3, LTA-S

**Entry:** 0008

## ➤ **Box 1: Office Orders**

- Folder 1: Office Orders, March 21, 1941-February 23, 1942
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Procurement and Issue of Supplies
  - Designation of Officers
  - Air Raid Warnings
- Folder 2: Office Orders, February 24, 1942-September 12, 1942
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Mail Schedule
  - Designation and Promotion of Officers
  - Mailing of Explosives
  - No annual leave on holidays during the war
  - Experimental Work on Hazards of Handling TNT
  - Internal Security
  - Disaster Plan
  - Careless Disclosure of Military Information
- Folder 3: Office Orders, September 19, 1942-June 24, 1943
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Designation and Promotion of Officers
  - Abbreviations to be used
  - Selective Service
  - Smallpox Vaccinations
  - Ordnance Overnight and Sunday Supervision
  - Result of Annual General Inspection
  - Warning Against Sabotage
- Folder 4: Engineer Office Orders, January-August 1943
  - Organization
  - Assignment of Officers
  - Abolishment of Atlanta Engineer District—effective July 1943
- Folder 5: Office Orders, July 2, 1943-September 9, 1943
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Assignment of Engineer Officers
  - Ordnance Overnight and Sunday Supervision
- Folder 6: Office Orders, September 10, 1943-December 16, 1943
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Requisitions
  - Safety Clothing
  - Ordnance Overnight and Sunday Supervision
- Folder 7: Office Orders, December 17, 1943- June 23, 1944
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.

- Ordnance Overnight and Sunday Supervision
- Employee Suggestions
- Position Assignment
- Plant Property Disposal Board and Plant Salvage Board Appointments
- Folder 8: Office Orders, July 21, 1944-June 30, 1945
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Duty Officers
  - Application for Leave
  - Plant Property Disposal Board and Plant Salvage Board dissolved—February 1945
  - Safeguarding Classified Information
- Folder 9: Office Orders, July 1, 1945-June 30, 1946
  - Federal Employees Pay Act of 1945
  - General Ordnance policies, procedures, hours, transportation, holidays, etc.
  - Duty Officers
  - VJ-Day Dismissal Policies
  - Deactivation of Inspection Division
  - Organization Manual

➤ **Box 2: Historical Records and Photographs, 1941-1946**

- Folder 1: History of Construction and Operations July-September 1943
  - Construction of Plant I (Smokeless Powder) and Plant II (Manufacture of TNT)
  - Organization
  - Field Progress Report
  - Photographs (5) of Alabama Ordnance Works and Houses
  - Production Tabulations
  - Office Orders (see box 1)
  - Contracts with Dupont Company
  - Dupont's General Policy and Procedure
- Folder 2: History of Alabama Ordnance Works, January- June 1943
  - Plant II and III (Anhydrous Ammonia) Construction
  - Organization
  - Production Tabulations
  - Office Orders (see box 1)
  - Contract with Dupont
- **ALL PHOTOGRAPHS ARE OF OUTSIDE CONSTRUCTION**
- Folder 3: Administration Area Photographs Plant 1, May-August 1941
  - 4 Aerial Photos
  - 6 Photos of Area
- Folder 4: Aerial View Photographs Plant I, May-September 1941
  - 4 Photos of Area
- Folder 5: Acid Area Photographs Plant I, May 1941-February 1942
  - 9 Photos of Area
- Folder 6: Cotton Area Photographs Plant I, May 1941-March 1942
  - 5 Photos of Area
- Folder 7: Power Area Photographs Plant I, June 1941-December 1942
  - 22 Photos of Area
- Folder 8: Construction Area Photographs Plant I, April-July 1941

- 4 Photos of Area
- 1 Aerial Photo
- Folder 9: Powder Area Photographs Plant I, November 1941-April 1942
  - 5 Photos of Area
  - 4 Aerial Photos
- Folder 10: Water Filter Area Photographs, May-June 1941
  - 2 Photos of Area
- Folder 11: Nitrocellulose Area Photographs Plant I, November 1941-January 1942
  - 7 Aerial Photos
- Folder 12: Solvent Recovery Area Photographs Plant I, July-November 1941
  - 4 Aerial Photos
  - 2 Photos of Area
- Folder 13: Assorted Photos Plant I, August 1941-April 1942
  - Field Proving Grounds
  - 2 Photos of Cannon Proving Grounds
  - Ballistic Range
  - Dry Ingredient Storehouse
  - River Pump House
  - Maintenance Facilities Area
  - Rifle Finishing Buildings
  - 2 Photos of Shipping Houses
  - 2 Aerial Photos of A-Line Nitrating, Pulping and Poaching Houses AND B-Line Nitrating and Boiling Tub Houses

➤ **Box 3: Photographs**

- **ALL PHOTOS ARE OF OUTSIDE CONSTRUCTION**
- Folder 1: Administration Area Photographs Plant II, September 1941-January 1942
  - 1 Aerial Photo
  - 2 Photos of Area
- Folder 2: Temporary Construction Area Plant II, October-November 1941
  - 1 Aerial Photo
  - 1 Photo of Area
- Folder 3: Power Area Plant II, Septmeber 1941-May 1942
  - 3 Aerial Photos
  - 4 Photos of Area
- Folder 4: Tetryl Area Plant II, October 1941-May 1942
  - 2 Aerial Photos
  - 7 Photos of Area
- Folder 5: TNT and DNT Area Plant II, December 1941-September 1942
  - 2 Aerial Photos
  - 10 Photos of Area
- Folder 6: Acid Area Plant II, December 1941-December 1942
  - 7 Photos of Area
- Folder 7: Oleum and Sellite Plant II, June-November 1942
  - 6 Photos of Area
- Folder 8: Organics Area Plant II, September 1941-January 1942
  - 3 Photos of Area
- Folder 9: Pump House, Reservoir, and Staff Residences Plant II, August-December 1942

- 4 Photos of Area
- Folder 10: General View Plant III, May-November 1942
  - 5 Photos
- Folder 11: Factory Building Plant III, June-December 1942
  - 5 Photos
- Folder 12: Coke Oven Area Plant III, July-December 1942
  - 6 Photos of Area
- Folder 13: Generator Building Plant III, August-October 1942
  - 3 Photos
- Folder 14: Catalyst Plant, Pump House, and Caustic Plant III, September-December 1942
  - 6 Photos of Area

