Source : Naval Library, D.C.

Norfolk Naval Shipyard
in World War II Vol. I

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[redacted]

17	Intra-Bureau Order 138, establishing Ships Stores Division
26	Intra Division Memo 72, regarding procedure in Stock Procurement Requests
27	New Procedures promulgated regarding Advance Payments and Navy Guaranteed Production Loans
29	Intra-Bureau Order 12 supplemented (RE: Purchase Orders)
31	Passage of Contract Termination Bill
	Government Procurement Section of OP&M transferred to Purchase Division
1	WPB Order L 335 - Controlled materials plan for lumber effected
2	Elimination of Award Review unit from Clearance Section of Commodity Purchase Branch
12	Establishment of Ship's Store Section in Commodity Purchase Branch
29	Intra-Division Memo #78, establishing procedure for approvals of purchases in field activities
22	New Contract Award Sheet promulgated in Purchase Division
1	Procurement of Diesel spare parts transferred back to Mechanicsburg from Purchase Division
7	Establishment of Communications Section in Office Operations Branch
9	Disestablishment of Ship's Store Section in Commodity Purchase Branch
14	Supply Coordinator (Electronics) established by BuSandA, physically located in BuShips
16	Establishment of SPD Sub-Station in Mail and Messenger unit of Office Operations Branch
18	Establishment of Excess Materials Procurement Section in Commodity Purchase Branch
10	Intra-Bureau Memo 83 establishing new processing procedure for Stock Procurement Requests
	Redistribution of functions of the Requisition, Record and Control Section of the Office Operations Branch
8	Intra-Bureau Memo #78 supplemented field purchase procedure

[redacted] Commodity

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ATTACHMENT # 3

to

CHRONOLOGY OF FACTORS AND EVENTS INFLUENCING

PURCHASING, WORLD WAR II

When	What
1945	
Jan. 6	Intra-Bureau Order #105—Procurement Group Symbols
Jan. 5	Procurement Group Order #3—Organization and Symbols for Procurement Group
Jan. 9	Intra-Division Memorandum—BuS Procurement Instructions
Jan. 26	Intra-Division Memorandum #133—Critical Labor Area Regulations
Jan. 27	Intra-Division Memorandum #134—Critical Labor Area Regulations
Feb. 1	Procurement Group Memo #5—Placement of Subcontracts Clause
Feb. 7	Use of Upward and Downward Determination Clause
Feb. 13	Use of Escalator Clause on Steel
Feb. 24	Commodity Purchase Division Memo #142 on Termination of Standard Stock Requisitions
Feb. 26	Procurement Group Memo #8 on Unpriced Orders to be placed for Mechanicsburg, Bu
March 6	Procurement Order #7—Appointment of new officer-in-charge of Commodity Purchase Branch
March 7	Rear Admiral W. J. Carter appointed new Chief of Bureau
March 7	Rear Admiral H. M. Huber appointed new Assistant Chief of Bureau
March 10	Intra-Bureau Order #178—Appointment of new officer-in-charge of Procurement Group
March 17	Intra-Division Memorandum #141—Instructions on S.B. Program
March 21	Intra-Division Order #148—Regulations regarding Price Analyses for Subcontractors

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April 2	Appointment of new officer-in-charge of Field Branch
April 10	Use of Unpriced Orders for overseas purchases
April 10	Organizational set-up established for new Purchase Division
April 10	Termination Procedure established for Standard Stock Items
May 1	Price Redetermination Clause in contracts
May 1	Transfer completed for Bureau Yards and Docks Lumber Procurement in Bureau of Supplies and Accounts
May 4	Appointment of new officer-in-charge, Office Operation Branch
May 7	Purchase Division Order #45—Set up of Purchase Division organization
May 8	V-E Day
May 24	Development of use of Priced and Unpriced Orders (Intra-Branch Memo. #151)
July 12	Partial Cancellation of MMB Procurement for First Quarter 1945
July 13	Cancellation of Procurement on Inland Depot Reserve Stock
July 13	Instructions issued on "Advance Preparations for Termination of Contracts on V-J Day"
July 26	Appointment of new officer-in-charge, Field Purchase Branch
July 31	Issuance of new workflow charts for procurement papers in Purchase Division
Aug. 14	End of the War

EXHIBIT E (a)

FLOW OF PROCUREMENT IN BUSANDA : 1945

Requests for Purchase may come into BuSandA in one of two general forms :

A. NSA (Naval Stock Account) Requests for Standard and Special Stock items

B. Requisitions (including telephone calls, dispatches, or letters which serve as or become requisitions) for materials other than (A).

If the Request for Purchase is -

A. --An NSA Request it enters the Bureau through the Stock Division where stock inventories, possible redistribution of materials on hand, etc are checked through the IBM Card System in effect there, and then is sent on to the Purchase Division, Commodity Purchase Branch, for materials to be supplied by purchase.

B. -- A Requisition it enters the Bureau through the Purchase Division, Control Section, where it is recorded and keyed to the Commodity Purchase Branch, for action.

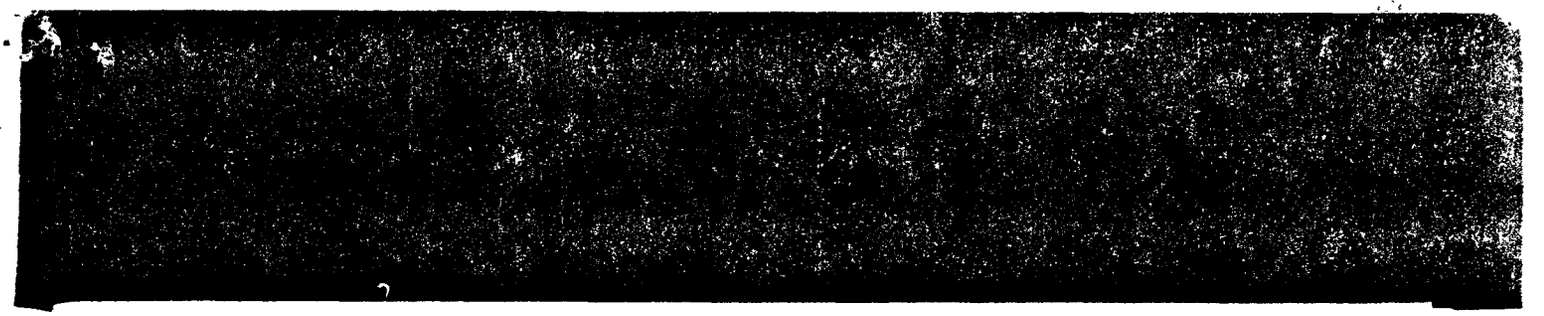
II. Commodity Purchase Branch

A. A Request for Purchase is received, and two decisions must be made-
   1. Is the Purchase to be made in the Bureau?
   2. Or in the Field?

B. If (A-1) two decisions must be made-
   1. Is purchase to be made by Open Bid?
   2. By Negotiated Deal?

C. If purchase is to be made by Open Bid the requisition is routed to the Schedule Section for preparation of bid schedules which are mailed to possible suppliers.

D. If purchase is to be made by Negotiated Deal the requisition is held in the Commodity Purchase



and withholding tax, plus any bond deduction authorized, it determines the amount of pay check and prepares the check and earnings statements for delivery to shop or office.

It maintains a record of employment for retirement purposes, the amounts deducted from pay for retirement purposes, gross earnings and withholding tax for the calendar year, and at the end of the year furnishes the employee and the Collector of Internal Revenue a statement of earnings and the tax withheld.

Materials are procured and labor is employed in the Yard only on specific or general authorization. The Accounting Department keeps a cumulative summary of expenditures under each appropriation, project or other form or allotment, and the balance under each, and submits periodic reports of status of allotments to Yard management and makes monthly reports of the expenditures to the various Bureaus of the Navy Department. It also calculates charges to Yard activities and ships for utilities furnished by the Yard Power Plant.

THE DISBURSING OFFICER

The Disbursing Officer's responsibilities include carrying the accounts of the officers of the Navy Yard and issuing pay checks, together with other fiscal duties.

THE MEDICAL OFFICER

The Medical Department, in order to keep as many employees continuously at work as possible, carries on the following activities.

It treats employees for occupational injuries and diseases suffered from industrial hazards in the Yard.

It is concerned with sanitation of the Yard and cooperates with civilian authorities in mosquito control.

At the men's and women's examining rooms near the Labor Board it examines civil service applicants prior to their employment.

It cooperates with the Safety Officer in industrial hygiene and safety engineering.

CHRONOLOGY OF FACTORS AND EVENTS INFLUENCING

PURCHASING WORLD WAR II

n	What
39	
r	1932 - Election of a President Favoring a Larger Navy
	1933 - RFC Funds ($255,000,000) allocated to Navy
1	1935-37-39 - Countries invaded by Japan, Italy and Germany; Concept of World
39	Peace Shattered
	1939 - Foreign Purchasing Missions begin operating in U. S.
8	1939 - War is declared on Germany
8	1939 - President Declares State of National Emergency to Exist
40	
25	Advisory Commission to Council of National Defense Established
25	Office of Emergency Management (OEM) Created
25	Office of Production Management ()PM) Created
	Advisory Commission Sub-committee compiles improvements advocated for governmental purchasing which implies possibility of super-authority.
4	Navy Department Letter provides for establishment of Priority System
6	Paymaster General submits to Chief of Naval Operations a defense of Navy procurement and the policy of centralization of Navy purchasing within the Navy
6	President advises Secretary of Navy that it is necessary to get approval from Council of National Defense for larger purchases
10	Purchase Division announces plans for a Commodity System and prescribes way of Recruiting Reserve Officers for such a system
15	S & A announces necessity of submitting for clearance to the Advisory Committee all purchases of $500,000 or more

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When	
ld	
28	Enactment of National Defense Act — Public Law 671
1	Office of Coordinator of National Defense Purchases Established
2	Act to Expedite Strength of National Defense Approved
9	CNO Establishes broad priority classifications
15	Profit Limitations on Contracts Subject to Vinson-Trammel Act
t 12	Priority System becomes effective
t 22	Forrestal named Under Secretary of Navy
t 23	Secretary of Navy delegates to Under Secretary responsibility for Navy Contracts and liaison with other governmental agencies
t 23	Defense Plant Corporation Organized
3	S & A required to submit copies of all Notices of Award to Labor Department
er 9	Assignment of Claims Act of 1940
er 10	Act to authorize the president to requisition certain articles and materials
er 15	Executive Order 8567 — Provides for administration of act of October 10
er 15	President's Letter setting forth regulations governing commandeering
er 15	Under-Secretary Established policy on Advance Payments
er 16	Suspension of Vinson-Trammel Act of 27 March 1934
er 21	Executive Order 572 -- Priority Board Named in Advisory Committee of Council of National Defense
er 24	Priority Board approves System as established August 12 by Army-Navy Munitions Board
er 30	Secretary of Navy approves [illegible]

Branch and suppliers or supplier contacted and negotiated direct by the commodity buyer.

E. If decision is (A-2, Field Purchase) the requisition is routed to the Field Procurement Services Branch for assignment for purchase to a field activity selected by the Field Procurement Services Branch.

F. Requisitions, whether handled by (B-1) or (B-2) method eventually arrive at the same point of action. Whether supplier is selected by Open Bid or by Negotiated Deal a series of procurement actions must follow (with variations, of course, depending on the types of materials, individual problems, etc) as follows:
   1. CMP Classification - (May be obtained by Technical Bureau, Stock Division, or Commodity Purchase Branch)
   2. Priority Assigned
   3. Delivery Determined - (Date, fob or delivered, place, etc)
   4. Labor Areas
   5. Smaller War Plants
   6. Packing and Packaging Requirements
   7. Price Breakdowns - (Not requested until point in the deal that decision of award has been practically decided)
   8. Technical Bureaus - (In cases when questions in specifications, or other technical matters arise, the procurement papers may go, at this point, to the Technical Bureau concerned, for liaison action).

G. Once the supplier has been decided upon and award is made, three possible purchase forms may be drawn up as follows:
   1. Formal Contract - (Several forms and numerous clauses are in standard use).
   2. Purchase Orders - ("Short Form" contracts for purchase under $100,000, delivery within 90 days; unlikely to be modified; etc)
   3. Letter of Intent - (Used rarely now and only when it is impractical or impossible to arrive at formal contract).

H. In preparation of final and formal purchase document two special steps are involved as follows:
   1. OP&M Clearance - (Not applicable to Pur-

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2. Review by Office of Counsel

IV. Office Operations Branch

A. When a deal has reached the point of making an award within the Commodity Purchase Branch, a Contract Award or Purchase Award Sheet is attached to the papers and they leave the Commodity Purchase Branch, routed to the Office Operations Branch for processing. In the Office Operations Branch the papers go through a series of processing steps as follows:
1. Clearances rechecked
2. Contract Drafting
3. Contract Issue
4. Contract Examining
5. Special Copy Section

V. Progress Activity - though the contract has been placed and executed the procurement responsibility of the Commodity Purchase Branch is not complete until it is followed through to its fulfillment or conclusion, effected by the Progress Section of the Commodity Purchase Branch.

VI. Inspections:

A. Material Inspection services come into the procurement picture before the final procurement responsibility is fulfilled or completed, in the acceptance of materials under contract.

B. Cost Inspection
1. Required on Cost-plus-fixed-fee contracts

VII. Contract Administration - When a contract has been awarded, executed, progressed, materials inspected, etc, the fulfillment of "Procurement" in its broadest sense is still not complete. Two things may still happen to the procurement, as follows:

A. Modifications - may be changes, amendments or modifications, and may occur at any point throughout the processing and life of the contract. One or more may be made on any one contract,

as a result of

a. Changes in Specifications of Materials
b. Changes in Packing and Packaging Specifications
c. Changes in Quantities
d. Delivery Schedule Revisions
e. Price Changes (up or down)
f. Added Instructions
g. Revisions in Shipping Instructions
h. Extensions
i. Diversions

1. Modifications may be initiated by:
   a. Technical Bureaus
   b. Naval Inspectors
   c. Suppliers
   d. Requisitioning Activity
2. When Modifications are requested the papers come back into the Bureau through the Purchase Division, Commodity Purchase Branch to the cognizant section, and then are forwarded to the Contract Modification Section, where sections parallel to Commodity Purchase Branch handle the modifications according to materials concerned.
3. This Modification Section then effects the requested changes and the papers are put through the processing units of the section for paperwork completion.

B. Terminations - effected under the Contract Settlement Act of 1944, with procedures established by the Office of Contract Settlement, Joint Termination Regulations. As positive procurements taper off as the war progresses, Terminations or "Procurements in Reverse" increase greatly in volume.

1. Terminations entail a complete or partial termination of production and delivery of materials under contract, for two possible reasons:
   a. Default of the Contractor
   b. Convenience of the Government (Overstocked, change in requirements, obsolescence, etc)
2. Termination Requests may come from:
   a. Technical Bureau
   b. S & A Stock Division
   c. S & A "Technical" Divisions
   d. Requisitioning Activity

3. When Terminations are initiated the papers come back into the Bureau, Contract Termination Branch, Notices Section, where notices of terminations are prepared and sent to contractor.
4. When supplier is notified of Termination, two things can happen:
   a. Accept Termination without Liability to the Government
   b. File a claim for Costs incurred in connection with the terminated portion of the contract.
      (1) If (4-a) the Termination is completed and the papers put into the processing units for completion of paperwork detail.
      (2) If (4-b) the claim is referred to the Claims Section of the Termination Branch where contracting officers negotiate a settlement with the contractor . When all materials for which contractor has claimed compensation have been disposed of, either to contractor in possession, diversion to other war contracts, or other wise, appropriate Supplemental Agreements are prepared by the contracting officer for execution by the contractor and the government.
5. Inspections:
   a. The negotiation is completed only after the Material Inspector cognizant of the contract has examined the claim for allocability, correctness of inventories and general propriety.
   b. The Cost Inspection Service has made an accounting review or in certain cases an audit of the contractor's claim.
6. When the Supplemental Agreement has been prepared by the Contract Termination Branch, signed by contractor and the contracting officer, and forwarded with contractor's invoices to the Certification-Disbursing Division for payment, the responsibility of the Purchase Division for the procurement, or "procurement in reverse" is completed.

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	What
d	Secretary of Navy letter plants seeds of "Farming Out" Policy and Practise
15	Priority System of August 12 amended
	Coordination in and through OEW of several agencies including OPM
1	Division of Defense Housing Established in OPM
1	Division of Central Administrative Services Established in OPM
1	Division of Information Established in OPM
8	Secretary of Navy letter reiterates necessity of "Farming Out"
	Chief of S & A is delegated authority for direction of Assignment of Claims
11	Act to Promote the Defense of United States passed — Public Law 11
11	Lend-Lease Established under Public Law 11
19	National Defense Mediation Board Created
20	Secretary of Navy letter describes and developes "Farming Out" Policy and Procedure
11	Office of Price Administration and Civilian Supply Established in OEW
27	President Declares Unlimited National Emergency to Exist
23	Suspension of Eight-Hour Law by Section 302 Act of 9 September 1940
2	Clearance of Contracts in Excess of $500,000 required by OPM
3	Establishment of Aviation Supply Office, Naval Aircraft Factory, Philadelphia
4	Executive Order 8891 — Establishes Division of Contract Distribution in OPM
4	S & A Memo develops "Farming Out" Procedure for Bureau

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What

Waiver of Payments Bonds on Type A and B Contracts --By act of 29 April 1941

Lend-Lease Administrator Named; President Assigns Authority for Lend Lease Allocations to Administrator

OPM Supply Train Starts tour of country; Purchase Division representatives aboard

Pearl Harbor

U. S. Declares War

PLD Officers Assigned to S & A and Other Bureaus

Secretary of Navy letter grants authority for Type B Contracts

Passage of First War Powers Act

Executive Order 9001

Navy Department Interpretative letter on Executive Order

Modification of Type A Contract to Type C

S & A Prescribes uniform action on guarantee on bids and bonds on contracts

S & A issues "Purchase Procedure" as a result of First War Powers Act and Executive Order 9001

Executive Order 9024 -- Establishes War Production Board (WPB) to replace OPM; also defines relationship of WPB to Navy Department

Office of Procurement and Material Established in Office of Under Secretary by General Order 166

Emergency Price Control Act of 1942 Passed

Industrial Cooperation Division (ICD) of OPM absorbs former Naval Contract Distribution Division of Under Secretary's Office

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	What
2	Secretary of Navy directive directs that all clearances over $200,000 must be submitted to the Secretary's office, with copies to O&M; also each Bureau to have its own clearance section
2	S & A Establishes Clearance Section
3	WPB Directive No. 2 — Makes Negotiating Mandatory
3	Suspension of Provisions of Buy-American Act
7	Bureau directive delegates authorization for approving contractors material and cost estimates to Naval Inspectors
10	Provisions for Firm Price Quotations on Steel
11	H. A. Manderson, Administrative Assistant to the Officer-in-Charge of the Supply Group and Purchase Division reports to Bureau
12	S & A requires that contracts for strategical or critical materials must show End Product
14	Secretary of Navy approves Advance Payments on Machine Tools
17	Navy Department authorizes Naval Inspectors to make contract changes if no cost changes are involved
18	S & A issues Circular letter setting forth policies and procedures for "War Procurement"
23	S & A provides Federal Reserve data for Field Offices
26	Executive Order 9112 — Provides for Financing of Contracts, Establishes Labor Areas, Stresses Mandatory Negotiations
27	Second War Powers Act Passed
	Navy Department further clarifies Facilities Policy
8	Executive Order 9127 — Control of Contract Profits and costs; Authority to audit Contractor's Books

	What
d	Management Engineers of Secretary's office invited by Chief of S & A to study Bureau organization
	S & A moves to new quarters in Temporary I Building
	S & A installs Bureau Teletype
	NOs Symbols changed to NOx for S & A Contracts
	Insurance (Procurement) Division Established in OP&M
	S & A Inserts Renegotiation Clause in Contracts
5	Price Adjustment Board Established and work Clarified in OP&M
1	S & A Inserts Ceiling Price Clause in Contracts
5	OPA Liaison Unit for Navy Department Established by directive of Under Secretary
	Cost Analysis Section Established in WPB
	Secretary of Navy delegates powers of Executive Order 9112 to Chief of OP&M
	Navy Department Establishes Policies and Procedures on the Escalator Clause
	Renegotiation Authority Delegated to Secretary of Navy
1	Rear Admiral Young Becomes Chief of Bureau of Supplies and Accounts; Paymaster General
11	Passage of "An Act to mobilize the production facilities of small business in the interest of a successful prosecution of the war, etc" — Public Law 603
18	S & A Circular Letter on "Elimination of Paper Work"
23	Elimination of Type A Contract
30	S & A Inserts Inventions, Patents Clause in Contracts
	Purchase Division Officially Established its First Wartime Organizational Plan Three-Branched with Commodity, Contract and Negotiation Branches

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	What
	S & A Inserts Termination Clause in Contracts
7	S & A Establishes policy of a "reasonable" return to competitive bidding
4	Secretary of Navy no longer requires clearance on contracts under $200,000
	PLD is given authority over all patent matters relating to procurement
3	OP&M Liaison Unit for WPB Established
21	S & A issues letter on policy of progress payments on Letters of Intent
31	Purchase Orders raised from $500. to $5000.
1	Smaller War Plants Division established within WPB
1	Executive Order 9240 -- Overtime Wage Compensation
2	Circular Letter further amplifies Progress Payments on Letters of Intent
4	S & A Established Employees' Counselor in Chief Clerk's Division
2	Rating Section Established in Purchase Division
1	Industrial Manpower Section Established in Office of Assistant Secretary
4	Navy Department stresses Labor Areas Policy; Prescribes Policy on Dispute of Claims; Clarifies Policy on Modifications, Amendments and Settlements
4	WPB Establishes Facilities Clearance Board
11	Atlanta Plan Launched by WPB
	Field Contracts to $200,000 authorized without approval of Bureau of S & A
4	Directive of March 3 Amended -- Stressing Labor Areas; Established Price Policy
4	Rule Relaxed on distribution of Acceptable List of Approved Materials
4	Paper Commodity Section established in Stock Division
4	Navy Department policy stresses importance of cooperation with SMPC
24	Navy Department announces policy on Walsh-Healey, Davis-Bacon and Copeland Act

	what
	Controlled Materials Plan (CMP) Inaugurated
	S & A Stresses Labor [illegible] Policy
	Officer Personnel Section Established in Purchase Division
	First WAVE reports for duty in S & A
43	Price Control Section created in S & A from activities developed by OPA Liaison
	Secretary of Navy is given authority to purchase war materials abroad
	Petroleum Administration for War Established in Department of Interior (Formerly known as Petroleum Coordinator)
	Executive Order 9280 — Food Program delegated to Department of Agriculture
0	ICD as developed through "Atlanta Plan" is extended to five WPB Regions
3	Captain C. F. detached from Supply Group
3	Secretary of Navy Directive — "Reorganization of Procurement & Procedure" (Decentralization of purchasing authority)
3	PLD Officers in S & A directed "to simplify, expedite and standarize contract procedure"
3	Negotiation Branch of Purchase Division, along with personnel, transferred to OF&M
4	Navy Department charges every purchasing officer with responsibility for full cooperation with the recommendations of SWPC
9	S & A Memo defines "Division of responsibilities between Rating Section and Advisors in securing bids"
9	Procurement Policy Division Created in WPB
	Ruled that seven claimant agencies must submit requirements to WPB for CMP

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	What
22	OP&M delegates part of functions of Containers Division to S & A
	Commander L. H. Thomas detached from Supply Group
y 6	Intra-Bureau Memo 47 -- Established 2-branched organizational plan for General Purchase Division and numerous other divisional and intra-divisional changes; Captain M. L. Ring becomes Officer-in-Charge of Supply Group and General Purchase Division
y 6	Commander Willard C. Brown becomes Officer-in-Charge of Commodity Branch
y 6	Commander Edward B. Erickson becomes Officer-in-Charge of Office Operations Branch
y 6	Clothing, Subsistence and Fuel Sections transferred from Purchase Division to Clothing, Subsistence, Fuel Divisions, respectively
y 23	Materials Control Section in Stock Division made S & A contract for CMP
y	ICD extended to embrace all WPB Regions in U. S.
	Supply Group Memo 3 outlines established workflow of work thru the Division
1	Office of Counsel Established in S & A
6	Executive Order 9322 -- War Food Administration Established
	Officer-in-Charge of Lumber Section becomes Lumber Coordinator for Navy
	S & A is returned purchasing authority for all hardwoods for the Army & Navy
2	S & A Cost Inspection Division becomes Cost Inspection Service
6	Navy Department Directive advocates that practise of extending contracts be discontinued except in special cases
	Purchase Division personnel frozen at 521
	Details added to Memo 3 Purchase Division workflow
	Facility Clearance Board and Facility Review Committee are abolished and functions transferred to the Navy Industry and Non-Industry Facilities Committee

	What
d	
	PLD Representatives within Purchase Division up to five
7	Captain A. D. Nuber replaces Captain Ring
12	Policy established of converting all Letters of Intent into formal contracts within 60 days; also to minimize issuance of them when possible
16	Commander J. H. Austin replaces Commander Bierer in Office Operations Branch
18	Progress activity becomes a Section in Commodity Purchase Branch instead of a subsection of Schedule in the Office Operations Branch
22	Radio & Electrical Section Established in Commodity Purchase Branch
30	Automotive Section Established in Commodity Purchase Branch
1	S & A assigned purchasing cognizance over Special Fighting Clothing
1	Type D Contract replaces Type C contract
15	Petroleum Reserve Corporation transferred to OEW
20	Contract Adjustment Section, with Claims Subsection, established in Office Operations Branch
20	Claims Subsection becomes Special Modification Section
st 7	Contract Adjustment Section Established in Office Operations Branch
st 21	Enlisted Personnel Section Established in Chief Clerk's Division
4	Intra-Division Order 12 raises Purchase Orders from $5000 to $100,000
15	Officer placed in Chief Clerk's Division as Bureau Office Manager
28	Reorganization of Subsistence Division of Supply Group—Intra-Division Order 86
31	Steel Recovery Corporation Dissolved
6	New Organization Chart for Purchase Division approved — Three Branches; Commodity Purchase, Office Operations and Field Service, Commodity groups into Raw Materials, Manufactured Materials and General Services; Office

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SUPPLEMENT #1

to

CHRONOLOGY OF FACTORS AND EVENTS INFLUENCING
PURCHASING WORLD WAR II

When	What
b. 13	All automotive tires placed under complete allocations
b. 15	Baruch-Hancock Report
b. 16	Fibre Tubing placed under allocations by WPB Limitation Order L-160
b. 28	SecNav ltr known as Contract Termination Directive #1
r.	SecNav ltr centralizing procurement of Dry Batteries
r.	Procurement of Diesel Spare Parts transferred from Mechanicsburg to Bureau
r. 8	Transfer of Function of WPB Release Section to Office Operations Branch; Award Review Activity and OP&M Clearance Sections transferred from Office Operations Branch to Commodity Purchase Branch
r. 8	Examining Section established in Office Operations Branch
r. 3	Establishment of Forming Section in Office Operations Branch
r. 10	Elimination of Control Outpost Unit of Requisition, Record and Control Section
y	Services Procurement Section established in Commodity Purchase Branch
y 19	Procurement on BBB Program assigned to Purchase Division
ne 8	War Dept. ltr, suggesting coordinated lumber procurement procedure
ne 21	OP&M ltr outlining coordinated lumber procurement program
ly 1	SecNav Directive reorganizing Radio and Radar Procurement
ly 3	Intra-Bureau Order 134 - Modification of Intra-Bureau Order 47
ly 6	Organization of Termination Section in Office Operations Branch
11	Intra-Bureau Order 12 supplemented (RE: Purchase Orders)