

10 Oct 1950

MEMORANDUM

From: A-400
To : A-200

Subj: Information for "Battle Report", submission of

1. The CNO in accordance with recommendations from CinCPacFlt, ComServPac and BuDocks authorized the establishment of MCB 3 and greatly increased the personnel allowances for the 104th NCB to support the Korean campaign. Other Seabee units in the Pacific area were given small increases in personnel allowances in support of the Korean situation.
2. In order to provide the necessary personnel to build up the above Seabee units, the A-400 Section has ordered regular CEC officers and recalled 144 CEC Reserve officers to active duty. *and other*
3. Approximately 6 officers and 255 enlisted personnel of the 104th NCB have actively participated in the Korean campaign.
4. It is recommended that Captain Richards, DepDirPacDocks, be contacted to provide a detailed report on the Seabee personnel participating in the Korean War.


W. C. G. CHURCH

A-300/RWR:mke
19 October 1950

MEMORANDUM

From: A-300
To: A-200

Subj: Information for "Battle Report"

Ref: (a) A-100's memorandum of 6 Oct 1950

1. In connection with the Korean campaign all branches of the Administration Division experienced an immediate increase in workload.
2. The Management Engineering Branch was immediately thrown into high gear in re-appraising the needs of the Bureau and field activities for organizational changes, increases in complement, and demands for special types of information in connection with the activation of stations, the mobilization of personnel and the development of adequate reporting systems. Specifically, the organization and staffing of the office of the Officer-in-Charge of Construction at NAD Shumaker, Arkansas was planned, developed, and approved. The District Public Works Offices were analyzed to determine their capacity to handle the increased workload which devolved upon them and appropriate adjustments in organization and staffing allowances were made. The Branch developed an allowance of forms and publications for reserve vessels of the Fleet being re-activated. Action was taken to activate a number of dormant organizational components of the Bureau required under the emergency conditions. The tempo of mobilization planning work was stepped up and action was taken to establish the coordination of all aspects of organizational, staffing, and security planning and the development of policies with respect to the use of military and civilian personnel in the Bureau and its field activities.
3. The Civilian Personnel Branch was concerned substantially with the development of position descriptions and the recruiting of civilian employees for a planned expansion of 130 additional positions in the Bureau itself and with the implementation of the planning which had been done for activation of the facilities of the Officer-in-Charge of Construction at NAD Shumaker, Ark. In this connection, a survey was made of labor, housing, community facilities and expansion of these facilities at Camden, Arkansas and in negotiations with the Civil Service Commission and the actual recruitment and appointment of personnel for the administration of the construction project. Considerable time was devoted to participation in the development of Navy policies with respect to the deferment of key civilian personnel from draft and from recall to active duty as members of military reserve components. The staff of the Civilian Personnel Branch contributed liberally of their time in the development of comprehensive procedures for obtaining and controlling classified security clearances for Bureau personnel and for the security of classified material. Increased volume of requests from the field for assistance in recruiting matters has substantially stepped up the operations of the Civilian Personnel Branch.

4. The Administrative Services Branch has handled a markedly increased volume of correspondence and dispatches and has duplicated a substantially increased volume of publications which have been distributed to field activities concerned with the Korean campaign.

5. The foregoing reflects some of the more specific undertakings of the Administration Division in connection with the Korean campaign. However, the largest part of its contribution have been indirect in servicing others who have been concerned with the campaign.


R. W. Reinhold