

February 27, 1943.

Dr. R. A. Youngman,
1522 Stone Street,
Falls City, Nebraska.

Dear Dr. Youngman:

In reply to your letter of the 23rd instant, beg to state that Elbert Mosher won his letter in cross country in 1928. The address obtained from the Alumni Office is 1136 Emerson, Denver, Colorado.

However, the Alumni Office apparently had not heard from him lately and they had written his mother, Mrs. Anna Mosher, at Logan, Kansas.

I believe by following through with Mrs. Mosher you will be able to get Elbert's address.

Trusting this information is what you desire, I am

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

Cross Country
1928

ROBERT A. YOUNGMAN, M. D.

1522 STONE STREET
FALLS CITY, NEBRASKA

Feb 23, 1943

mother
Mrs. Anna MosherAlbert Mosher
at Logan, Kans.Dear Phog: 1136 Emerson
Denver, Colo.

Congratulations on keeping up that traditional K.U. basketball spirit and record! The team is making another splendid record.

You will not remember it but back in '28 and '29 I was on the track team when "Doc" Huff was coach. I ran on the Cross Country team one fall and there was one man named Leo Mosher, or Mosier on the team. I'm not sure about his first name but his last name was spelled one of the two ways I have given. Mosher was an exceptional individual in having a heart rate and pulse rate of only 28 beats per minute.

One of the leading heart specialists of the country is interested in getting some data on Mosher. Would you be able to check back on your records and give me his present address? Thank you and Best Wishes.

R. A. Youngman M.D.

January 9, 1943.

Miss Hermina Zipple,
Director, Memorial Union Building,
University of Kansas.

Dear Miss Zipple:

The following men all worked on the new electric Jayhawker scoreboard for basketball which has been placed in Hoch Auditorium. I promised them all a malted milk.

If you will give this list to the fountain boys, so that the men may get their malted milks, I will pay for them. It is difficult to take them all over at one time.

They did a fine job and I am very appreciative of their efforts.

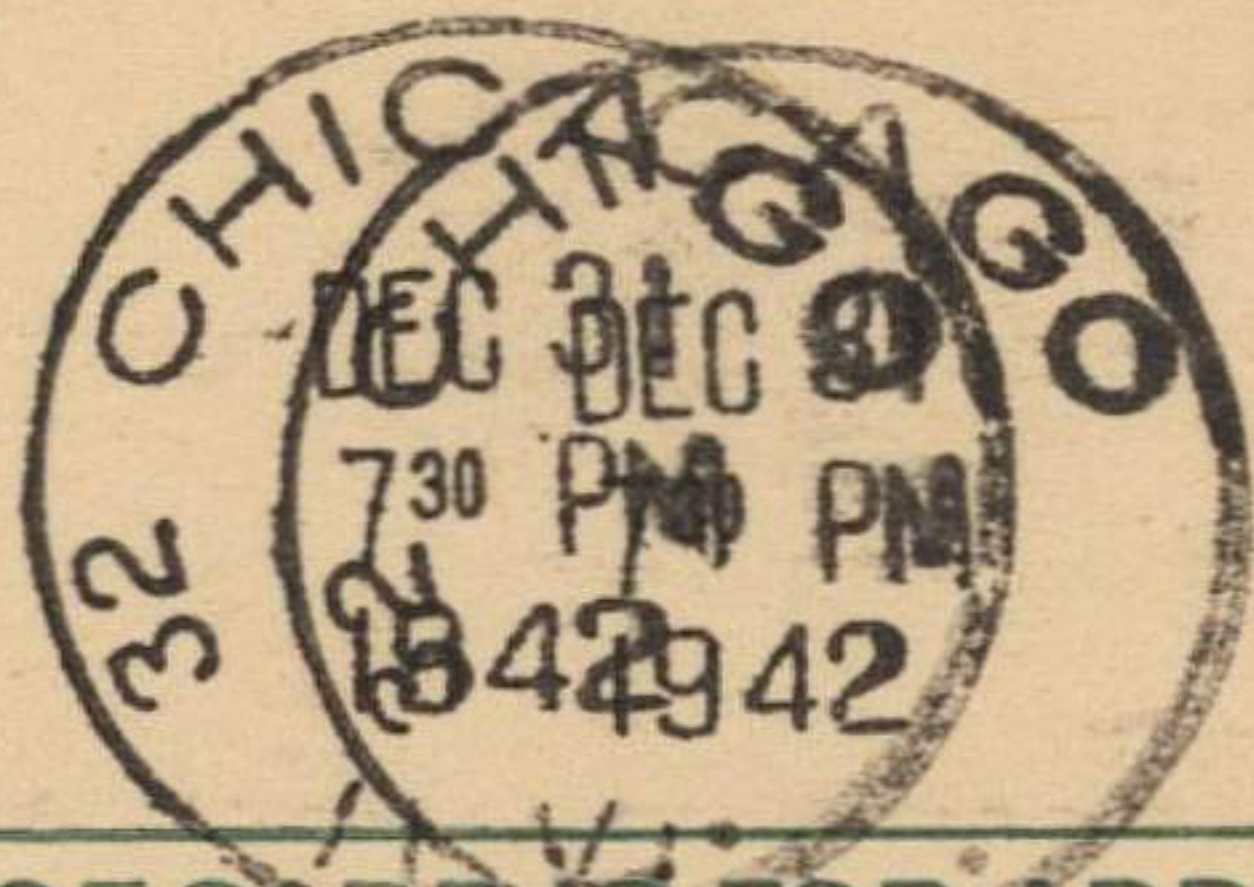
The names are as follows:

Firner
Hule
Gulley
Herron
Emil
Nolan
Richardson
Stephens
Atahison
Cusmins
Snoddy
Long
Kirkland

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH



THIS SIDE OF CARD IS FOR ADDRESS

Forrest C. Allen,
Director of Physical Ed.
University of Kansas,
Lawrence, Kansas

2

The Year Book Publishers, Inc., - 304 South Dearborn Street, - Chicago, Ill.

Dear Doctor:

We acknowledge ~~with~~ thanks your approval-order for the 1942 YEAR BOOK OF GENERAL SURGERY, and a copy of this annual classic will be mailed at the earliest possible moment. Production of this Year Book has been delayed because an important assignment from the U. S. Army Medical Corps has placed heavy demands on Dr. Graham's time. Under these circumstances, we are confident that we may count on your indulgence, and we are sure you will find the 1942 "General Surgery" well worth waiting for.

Very sincerely yours,

THE YEAR BOOK PUBLISHERS



WOMAN PRESIDENT

The first woman President of a Senior Class in the history of KU has been appointed. She is Jane Lorimer, business senior from Olathe.

Due to war-time conditions on the campus, the usual student elections were not held this year. Peggy Davis, president of the All-Student Council, appointed the class officers.

The Winter Commencement program for the University School of Medicine will be held in Fraser Theatre on January 31st. Twenty-six seniors in the V-12 Navy Unit at the hospital in Kansas City are expected to receive their degrees. No announcement has been received as to whether they will be given their commissions at the same time.

Dr. Ralph I. Canuteson, Chairman of the blood donor committee for Douglas County, has made an appeal to the students for blood donations.

RELIGIOUS EMPHASIS

The annual Religious Emphasis Week will be held on the campus starting February 13th. Dr. Shirkey of the Methodist Church of San Antonio, Texas will be the convocation speaker and Professor Walker of the University of Colorado will be on the campus for two days to lead various groups on the discussion of the theme, "A Religion for Living, Today and Tomorrow." Discussion groups will be held in the houses.

MERRY CHRISTMAS FOR UNIVERSITY

The students were not alone in receiving handsome gifts at Christmas time. Dr. Earl C. Padgett, KU School of Medicine, gave \$7,500 to the Univ. for the purpose of creating a research fellowship in plastic surgery. Dr. E. J. Curran gave \$10,000 for the purpose of providing equipment, material and assistance for research for the department of Ophthalmology in the School of Medicine.

In addition to this, the University was presented with cores and cuttings from oil wells, compromising the major part of the Ver Wiebe collection. The presentation was made by Dr. Walter A. Ver Wiebe of the Univ. of Wichita. The cuttings include samples from more than 3,000 wells.

RUBENSTEIN IN CONCERT

More than a thousand people attended the concert given in Hoch Auditorium by Arthur Rubenstein, renowned pianist on January 13th.

The Navy V-12 units stationed on the Hill have inaugurated a system of cadet officers. The system works much like that in the Naval Academy with a regimental commander and his subordinates.

Word has been received here that the Navy will discontinue the CAA part of the V-5 program. Henceforth the Navy will use its own instructors.



WHERE THEY ARE!?!

Bob Kroesch is a radio operator with the infantry, training somewhere on the Hawaiian Islands. He writes that he hasn't seen anyone from KU so far and letters from his friends will be much appreciated.

Lt. Jack Armstrong is now in air corp training at Decatur, Alabama.

Harold Hagy writes from Randolph Field, Texas .

Cadet Garland Landrith was home on leave from West Point at Christmas time.

Lt. Selby Soward also stopped in for a brief visit at the holidays.

Pvt. Al Kendree is in ASTP at Amherst College.

A/c Bob Ready writes from Wickenburg, Arizona where he is in the air corp.

Deah Sims stopped in to see us the latter part of December.

Don Germann was in the office the first of the year enroute to Fitzsimmons General Hospital in Denver where he will be in training until the start of the new semester at which time he expects to return to KU for medical school.

Also ordered to Denver were: Tex Fury, Robert Kirk, Tom Perdue, Jim Roderick, Earl Siefers, Carter Sigel, Lyle Wonderlich, Jack Passmore, Bentley Nelson and J. F. Kelsey.

A/c Phil L. Hellman, who is stationed at the Hutchinson Air Base, stopped in at the Servicemen's Club one Sunday.

A/c John J. Conard writes from Edmond, Oklahoma. He says that Frank Rush, K. N. Wiley and Don Gilles are at the same base. Gilles was appointed asst. wing leader.

Pvt. Verne Schneider was in the office the first of the month. Verne is in ASTP at San Francisco University. Leo Sanks is at the same school.

We received a letter from Neal Andreason who is in the air corp at San Angelo, Texas.

Pvt. Herb Asel was in to see us while on furlough from Camp Robinson.

Lt. F. L. Brumback was on campus. He is at Fort Belvoir, Virginia.

We had a little chat with Cpl. George Worrall when he was here. George is at Fort Bliss, Texas.

Glen Sankey stopped in to see us several times when he was here. Glen has been released from the Naval Hospital and will go on with his air corp training. His next stop will be Grand Junction, Colorado.

Bob Bollamy is now stationed at Quantico Virginia.

Lt. Bob Cater was in to see us. He is now stationed at Camp Berkeley, Texas.

We received a letter from A/c John Bockhurst from Phoenix, Arizona.

Jack Cousins writes from Camp Blanding, Florida. His letter happily wasn't censored by the Florida Chamber of Commerce.

John Asher writes from Great Lakes where he is 3/c Pharmacist Mate. He expects to be shipped out soon.

Lt. and Mrs. Fred Truxall (Peggy Osmond) were in to see us this past week. Fred has finished his OCS and is the adm. branch of the Medical Corp.

Bob Buehler is still in ASTP at the U. of Alabama. He is apply for transfer to the air corp.

Jim Reed writes that he will be leaving for the army this week.

Bob Docking is in the air corp and is stationed at Jefferson Barracks.

Cpl. Melvin Zack was on campus. Melvin is located at Warner Robins, Georgia.

Cadet-midshipman Amon Woodworth was on the campus this past week. Amon is with the Merchant Marines.

A/c Herb Borgmann has moved to Independence, Kansas for basic flight training.

A/c Joe Yager is still flying them at San Antonio.

A/c Aubrey Bradley is now at Moody Field, Georgia.

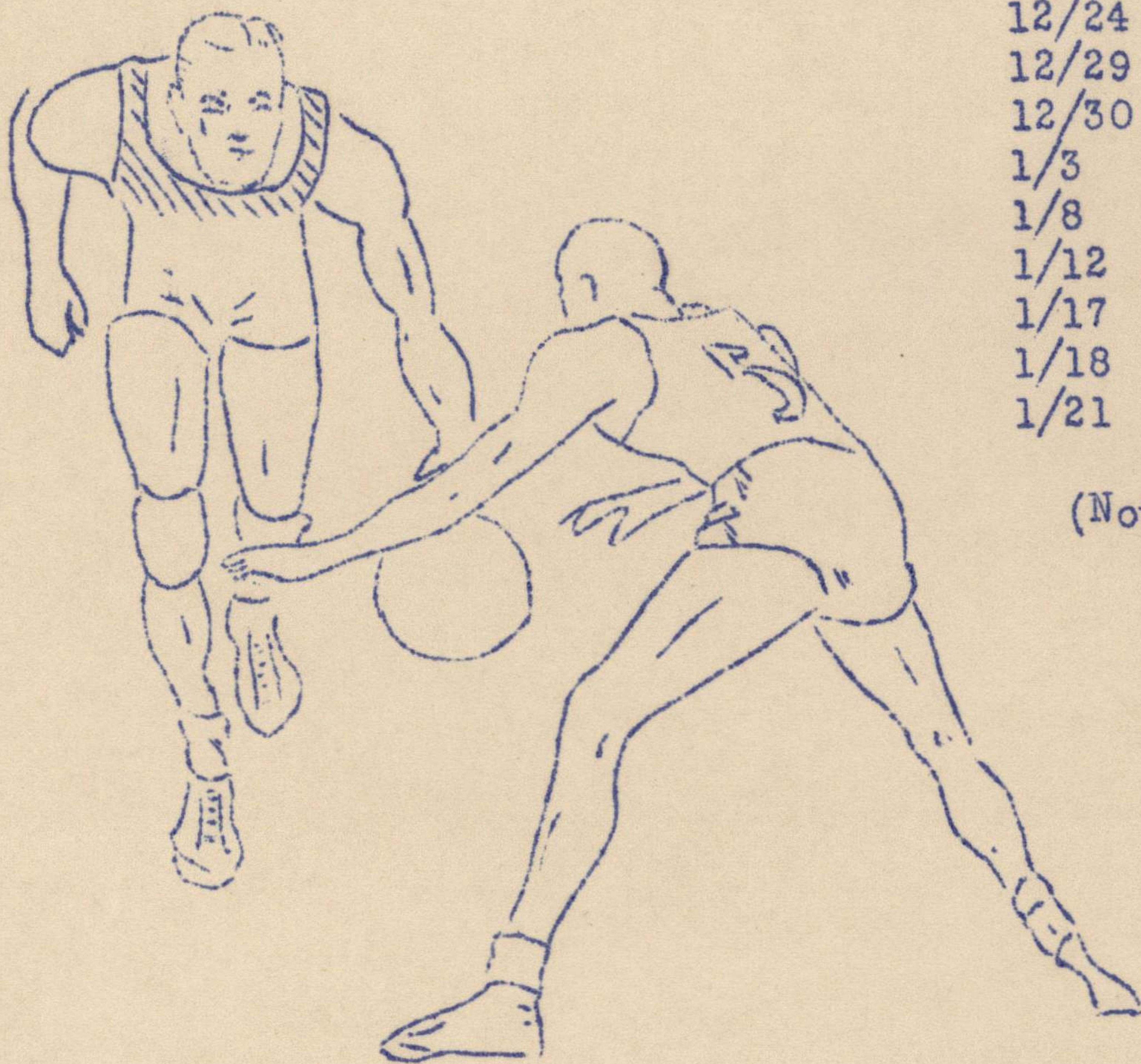
A/c Jud Townley is located at Athens, Ga.

Dick Menkin, Max Wymore, Wm. Nichols, Gordon Scherer, Del Perkins, Lloyd Svoboda and Stephen Stinson have left for Camp Davis for OCS.

The Government's new draft plan on the deferment of Engineering students will seriously undermine the manpower of KU if it goes through. The Hill is virtually extinct of seniors and juniors now.

ISE SPEAKS AT Y MEETING

Dr. John Ise spoke to a group of the YMCA membership in the Kansas Room of the Union Building for the January meeting of the organization. Using the theme "An Economist Looks at Love" Dr. Ise compared the family unit and society and urged the solving some of our problems by the yardstick of the family. It was a most interesting and helpful talk and we are looking forward to other speakers who can bring a message like Professor Ise.



B A S K E T B A L L

The 1943-44 edition of the Jayhawk Cage squad is running into plenty of difficulty. The shortage of fast boys with enough height to stand up against some of the men on other squads has the

 England: Annandale, Golder's Green, London, N.W. 11
 Australia - 182 Collins Street, Melbourne

venerable Dr. Allen plenty worried at times. This situation is somewhat alleviated by the presence of Don Barrington, Navy V-12, who is death on rebounds. The team is captained by "Sparky" McSpadden who is really mean on long shots. As usual there is one outstanding shooter on the Jayhawk squad. This year it is Charlie Moffett. Charlie is high point man in the Big 6 and so far has been able to keep his lead. He usually manages to get around thirteen points a game with a tricky one-handed shot from the corner. Bill Lindquist has shown some good floor work and guarding. The season is still young and you can bet that the Jayhawks are improving as they go along. What losses we have had can be easily offset with a string of wins. Who knows, we may have a championship yet.

Scores on games since last News

| | | | |
|-------|-------|----------------------|------|
| 12/17 | KU 32 | - Ft. Riley CRTC | 31 |
| 12/24 | KU 22 | - Herington Air Base | 15 |
| 12/29 | KU 62 | - Kansas State | 44 * |
| 12/30 | KU 34 | - Missouri | 27 * |
| 1/3 | KU 35 | - Pittsburg Tea. | 21 |
| 1/8 | KU 28 | - Missouri | 35 |
| 1/12 | KU 25 | - Olathe NAS | 49 |
| 1/17 | KU 51 | - Nebraska | 27 |
| 1/18 | KU 36 | - Kansas State | 30 |
| 1/21 | KU 23 | - Oklahoma | 24 |

(Not conference games. Played in Kansas City Tournament)

MEN OVERSEAS ATTENTION!

For those men who are overseas or are to go overseas shortly, it will be well to remember that the Y membership Cards (In Service) sent out are recognized in some foreign countries. The Student Christian Movement head quarters:

December 8, 1943.

Mr. Warren Zimmerman,
Kansas Color Press,
Lawrence, Kansas.

Dear Mr. Zimmerman:

I greatly appreciate your taking the time to write me in regard to the broadcast over KFKU last week. It was a great pleasure for me to say the things that I said because I have great admiration not only for the personnel of the firm who distinguished themselves in this fine Army and Navy "E" Award, but I am especially fond of Dick and Bill.

Any fellows that can do the war-time job that they and you did is a matter of deep pride to me.

Thanking you for your thoughtfulness, I am

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

KANSAS COLOR PRESS

LAWRENCE, KANSAS

December 3, 1943

Dr. F. C. Allen
University of Kansas
Lawrence, Kansas

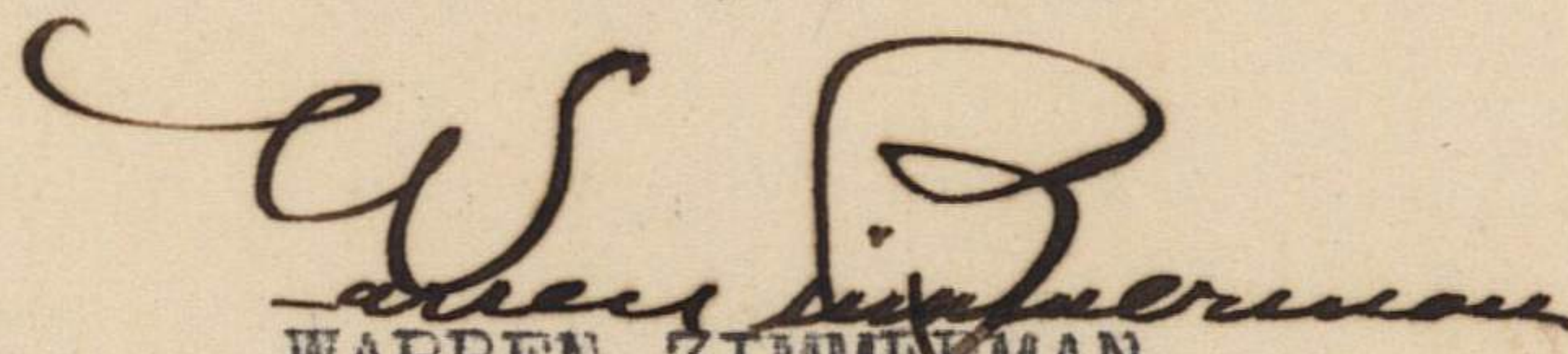
Dear Dr. Allen:

That was mighty fine and kind of you to give the Kansas Color Press the splendid attention you gave it last night in your address over KFKU. I want to personally thank you for all that you said that evening.

In my judgment you are to be envied for the fine, high regard which university men, who have been under your instruction, seemingly universally hold for you. That admiration is not always the portion of every instructor. While they have been out of K. U. about 14 years, all through that period I have frequently observed that Richard and Will have always had the happiest of words of commendation for you. It is not to be wondered at, in view of their delightful recollections, that when the matter of a Master of Ceremonies for the night of our award came up, the thoughts of both turned immediately to you. And your selection was unanimously arrived at in less than two seconds flat.

You handled that radio address in a first-class, entertaining manner. I just want to assure you, personally, how deeply appreciated it was by the undersigned. Your good work as Master of Ceremonies presentation night, together with that fine address, places us under lasting obligations to you.

Sincerely yours,


WARREN ZIMMERMAN
KANSAS COLOR PRESS

Came to Lawrence in December of 1935

Prior to coming to Lawrence we had been printing circulars once a month and after finishing the job in November in Liberal, Kansas we had just a month to tear down our press, move it to Lawrence and have it in operation in time to get out the December run of a million circulars. With both ends of the building open to the zero weather except for canvass to keep out the cold the Christmas run was finished and printed on schedule even though all men had to wear overcoats while working.

About a year after operating in Lawrence the firm secured a contract to print a million catalogs which would require a large quarter page folder to be installed on the press. The manufacturers of the press could not furnish the folder for at least six weeks and the firm had exactly 12 days until the press was to start producing so Dick figured out a way to build a folder and with the help of a local machine shop this folder was built and attached to the press. It worked and the job was completed on time. The engineering and building of this folder is still a wonder to the press manufacturers themselves. It required steady work, day and night without any sleep. Dick worked the last two days and nights and until 3 o'clock of the third morning without any sleep. What they accomplished led ~~led~~ to future work far in excess of anything they had even dreamed existed. A FAILURE ON THAT CONTRACT WOULD HAVE PROVED DISASTEROUS TO THE FIRM. THE SUCCESS OF THE VENTURE LED TO PRINTING OF MORE THAN 200 million CATALOGS.

M

Many handicaps have been confronted in converting from printing to war work. Starting in a small way each contract was fulfilled on or ahead of schedule. New equipment could not be purchased so they were forced to buy used equipment and rebuild this equipment while the employees who were not mechanically minded availed themselves of the opportunity to go to a machinest's school after work. Following the schooling all the used machinery that had been purchased was rebuilt by them and put in good running order. There never has been a machinest by trade in the employ of the KansasColor Press. Everything was done without outside help.

First contract was small but the delivery on time which led to the second, third and fourth contracts. Each new contract presented a new problem yet at no time were the Prime contractors ever waiting on the parts that were being machined by the Lawrence war plant.

Soon after ~~this~~ ^{the present} contract was started we were notified that all castings being machined by us had to be acid ~~cast~~ treated. Getting in touch immediately with manufacturers of rubber tanks we learned that none of them could supply any tank sooner than 5 to 6 weeks. The Prime contractor tried frantically to get three of the largest manufacturing concerns to deliver a rubber insulated tank in less than 6 weeks but none could be secured. This meant tying up production for the same period so we bought the rubber, all the necessary materials and after six ~~long~~ days and part of the nights we had the tanks built, the castings being acid treated and our production schedule on time.

Fulfilled.

Bill Nichols entered KU in 1927 after having lettered in football, basketball and track at Larned High School for 3 years. He made a freshman numeral in football and track his first year but a back injury caused him to give up varsity competition until his junior year when he won indoor and outdoor high hurdles against Missouri and Kansas State and on February 14, 1930 he won the 50 yard high hurdles in Convention hall in Kansas City setting a KU record in that meet.

Dick lettered in track at Liberal, Kansas and made two letters at Kemper Military school. While at Kemper he set an outdoor half-mile relay record in 1928 which still stands. Dick did not compete his first year at the University but made the team his second year as a half-miler. Placed second and third in several meets but did not win any firsts.

^{D.3.}
The determination to win is related in an incident at Lincoln, Neb. at the Big Six outdoor track meet in 1930. Kansas was leading Nebraska a few points up to the final race of the day, the mile relay. KU had to place third or better to win the meet. Brutus Hamilton had named his four men on the relay team but at the last minute he changed one man and substituted Dick. Until that time Dick had never run a quarter mile in competition but after the race when KU placed second and won the meet Coach Hamilton told Dick that he had run the best race of his life.

Dick and Bill's friendship started when they were fellow journalists at KU and continued through their athletic competition. (Dick married Bill's sister who graduated from KU in 1930)

XXXXXXXXXXXXXXXXXXXX

May 24 1930

1
u
y
oly 58

whirr of the big presses that bring his biggest thrill.

The Kansas Color Press has always been one of the most progressive firms in the city. In winning its honor it has brought great distinction to the entire community.

The following employees received "E" pins:

| | |
|----------------------|-----------------------|
| Richard G. Zimmerman | Gertrude M. Zimmerman |
| Warren Zimmerman | Wm. T. Nichols |
| Gaylord M. Schneck | Harold Dewey |
| Gerald Ivo Hoover | Rednour |
| Elwood Louis Berges | Silas Irving |
| Wilbur Wright | Davis |
| Dale F. Wheeler | George Raymond |
| | Florance |
| | Melvin Wheeler |
| | James Robert |
| | Tatham |

OLD CANNON FINALLY GOES TO WAR

Soon after the war started the people of Lawrence asked the city council to send the old cannon that

25 years ago and ing depart fathers in quiet took h are now en

SIXTY D CASES U

Next Tue in District announcem Means. He 60 cases on on the ne Twelve othe set for trial

Frida William Sinks, mor Frank T Tuckel and note.

Clifford Oscar E. Clyde L Reese et a

Mon George Swinger T

et Ball otlite for th, don't will win

CE NT

distance who do not e during evidence for their ment, ac-Secretary nittee. mailed, it an appli-AA Office, oducer for operly sign-county of-ailed. Your your first last name.

George Dick, of McLouth, Kansas, splendid end of this year's Kansas football team, victors over the Missouri Tigers, was elected Honor Captain Monday night at a banquet given by the Kansas Relays Club to the happy Jayhawkers.

Kansas won her first basketball game of the opening 1943-44 season last night in Hoch Auditorium from the Herington Army Air Base by the score of 40 to 27. The next home game will be Saturday night, December 4, when we play the Hutchinson Naval Air Station.

In the next few weeks we will devote a full broadcast to the personnel of the Kansas squad, better acquainting you with the boys making up the war time edition of our indoor sport.

The long line of athletic greats of past Kansas basketball fame pass in pageant review before me tonight -- Paul Endacott, Executive Vice President of the Phillips Petroleum Company; Waldo Bowman, Editor of the Engineering News Record of New York; Tusten Ackerman of the Equitable Life Insurance Company of New York; Charlie Black -- Charlie Black No. 1, of the Illinois Owen Glass Company, Toledo, Ohio; Arthur "Dutch" Lonborg, Northwestern University; ✓ Armin Woestemeyer of the Lawrence Daily Journal World; former Coach Johnny Bunn, now Dean of Men at Stanford University; Bob Mosby, of the Cook Paint Company, Detroit; Lee Page, Gale Gordon, Al Peterson, ✓ Fred Pralle, Ray Ebling, Don Ebling, Howard Engleman, Johnny Kline, Ray Noble, Paul Rogers, T. P. Hunter, Mitt and Bob Allen, ✓ Ralph Miller, Ray Evans, Charlie Black, Armand Dixon, Otto Schnellbacher, John Buescher, and Sparky McSpadden.

These boys and other Kansas greats have made General Douglas MacArthur's

words

ring true. They are carved in stone above the gymnasium at the United States Military Academy at West Point, New York:

"Upon the fields of friendly strife are sown the seeds which, in other ^{days} years, on other fields, will bear the fruits of victory."

Tonight I wish to renew your acquaintance with two fine Kansas boys who transferred their activities from the athletic fields to other fields of war effort, and only two weeks ago received the highest award, the Army and Navy "E" Award, ^{that} can come to a firm doing excellent work on the production of war materials.

But first let me tell you about Bill Nichols and Dick Zimmerman, two of the owners of the Kansas Color Press Machine Company, of Lawrence.

Bill Nichols entered the University of Kansas in 1927 from Larned, Kansas, where he had competed in football, basketball and track. He continued his interest in athletics at K.U., winning the indoor and outdoor high hurdles against Missouri and Kansas State, and the 50 yard high hurdles in 1930 in Convention Hall at Kansas City, setting a K.U. record in that meet. →

Dick Zimmerman is another Western Kansas boy, coming from Liberal, Kansas. At the University he also participated in track, competing in the half-mile

The friendship between these two boys started when they were classmates in the department of journalism at the University, and continued through their athletic competition. Dick married Bill's sister, Gertrude Nichols, who graduated from K.U. in 1930. J. J. Zuber

The Kansas Color Press came to Lawrence in December, 1935, from Liberal, Kansas. The firm had been printing circulars once a month, and after finishing the job in November, in Liberal, they had just a month to tear down the press, move it to Lawrence, and have it in operation in time to get out the December run of a million circulars.

Many handicaps have been confronted in converting from printing to war work. Starting in a small way, each contract was fulfilled on or ahead of schedule. New equipment could not be purchased so they were forced to buy used equipment and rebuild it - and ~~while~~ the employees who were not mechanically trained availed themselves of the opportunity ~~to~~ to go to a machinists' school at night, after work.

(2)

Kansas won her first basket ball game of the opening 1943-44 season last night in Hoch Auditorium from the Herrington Army Air Base by the score of 40 to 27.

The next home game will be
In the next few weeks we will devote a full broadcast to the ^{personnel of the} present Kansas squad, ^{better} acquainting you with the boys making up the war time edition of our indoor sport.

(3A)

their activities from the athletic fields to other fields of war effort and only 2-3 weeks ago ~~was~~ received the highest award, the Army & Navy Award - that can come to a firm doing excellent work on war work.

But first let me tell you about Bill Nichols and Dick Zimmerman two of the owners of the Kansas Color Press Machine Co

Arthur "Red" Crowl - Honor Man

1930 B.S. in Bus.

Treas. of Standard Steel Works, K.C.

Greet us then our father's mother
Noble friend so true

We will always sing her praises

Dear old K.S. U -

George Dick, ^{of McLeath, Ky.} splendid end of this year's ^① ~~victories~~ ^{Kansas}
Football team, victors over the Missouri
Tigers - was elected Honor Captain ^{Monday night} at a banquet
given by the Kansas Relays Club to the Happy
Gay Hawkers

Clarence McGuire

Balfour Jeffrey

Dr. Paul Harrington

Dr. Harold Zuber

Dr. Lawrence Filken

Ted O Leary

③

The long line of athletic greats of past Kansas
Basket Ball fame pass in pageant review
before me tonight Paul Eudacott, Exec.
Pres of Th. P. Co. - Waldo Bannan Editor Equity
Record N.Y. - Truman Ackerman of the Equitable
Life, Charlie Black - Charlie Black #1 of the
Illinois Arm Glass Co. - Toledo Ohio
Arthur Dutch Lomborg Northwestern Univ.
Former Coach ^{Worcester} Johnny Bunn Now Dean
Jno. Bunn of Stanford Univ, Bob Mosby
Cook Paint Detroit - Lee Page, Gale Gordon
al Petersson, Fred Pralle, Ray Ebling, Son
Ebling, Howard Engleman, Johnny Kline
Ray Noble, Paul Rogers, Mitt & Bob Allen
Ralph Miller Ray Evans Charlie Black
Armin Dawson Otto Schnellbacher John
Burscher and Sparkey Mc Spadden
These ^{boys} and other Kansas ^{greats} have made
General Douglas McArthur words carved
in stone above the gymnasium ^{at} ~~the~~ the
U.S. Mil Academy West Point N.Y. ring
true - ~~Upon~~ the fields of friendly
strife & etc. Tonight I wish to renew your
acquaintance with two ^{fine} Kansas boys who transpired

ARMY-NAVY PRODUCTION AWARD

MANUAL



NAVY DEPARTMENT
Washington, D. C.



WAR DEPARTMENT
Washington, D. C.

The War and Navy Departments are
presenting to you the Army-Navy Production

(Award for high achievement in the production
of war materials.)

This award consists of a flag to fly
above your plant and a pin which individuals
in your plant may wear as a symbol of outstand-
ing contribution to the war effort.

Plants which surpass or maintain their
high production record for six months after
receiving the original Award will qualify for a
white Service Star for their Award flag. Other
Service Stars may be won for continued high pro-
duction for succeeding six-month periods.

| | |
|---|------------|
| The Army-Navy Production Award | 3 |
| Basis for Determining Plants to Receive the Award. | 4 |
| Planning for Presentation Ceremony | 6 |
| 1. Place and time of Ceremony. | 7 |
| 2. Equipment for Ceremony. | 8 |
| 3. Speakers and Guests | 9 |
| 4. Publicity and Advertising | .10 |
| 5. Official Ceremony Program | .12 |
| Appendix | .14 |
| I. The Award Flag | .14 |
| II. Instructions for Flying the Award Flag. | .14 |
| III. The Lapel Pins. | .16 |
| IV. Flag Price List | .18 |

THE ARMY-NAVY PRODUCTION AWARD

In 1906 the Navy instituted in the Fleet an award for excellence, which has been known ever since as the Navy "E". First awarded for excellence in gunnery, this was later extended to include outstanding performance in engineering and communications. An honor not easily won nor lightly bestowed, it became and has remained a matter of deep pride to men of the Service who receive it.

When the rising tide of war in Europe placed a premium on the production of war equipment, the Navy "E" award was extended to embrace those plants and organizations which showed excellence in producing ships, weapons, and equipment for the Navy.

Then came Pearl Harbor - and with it a demand for war production such as the world has never known ... and awareness that our fighting forces and the men and women of American industry are partners in the great struggle for human freedom ... and on the part of all Americans a grim and enduring resolve to work and fight together until victory in that struggle is final and complete.

From that high resolve was born the Army-Navy Production Award which stands today as our fighting forces' joint recognition of exceptional performance on the production front ... of the determined persevering, unbeatable spirit which can be satisfied only by achieving today what yesterday seemed impossible.

BASIS FOR DETERMINING PLANTS TO RECEIVE THE AWARD

Every plant engaged in the production of war materials and equipment, and all war construction projects are eligible for the Army-Navy Production Award. Large or small plants, prime or sub-contractors, may win the Award.

Award nominations are made by the War Department, Navy Department, War Production Board, Treasury Department or War Food Administration. That agency with the largest contractual interest in the plant initiates the nomination through its field representative or procurement officer in the district where the plant is located. The nominations are then forwarded to the Washington headquarters of these agencies, and, if approved, transmitted to the cognizant Board.

Quality and quantity of production in the light of available facilities are prime factors in selecting awardees. Other factors considered include: (1) overcoming of production obstacles, (2) avoidance of stoppages, (3) maintenance of fair labor standards, (4) training of additional labor forces, (5) effective management, (6) good record on accidents, health, sanitation, and plant protection, (7) utilization of sub-contracting facilities, (8) cooperation between management and labor as it affects production, (9) conservation of critical and strategic materials, and (10) a low rate of absenteeism.

Selection of Army-Navy Production Award recipients on the part of the Navy is made by the Navy Board for Production Awards.

This Board, under authority of the Honorable James V. Forrestal, Under Secretary of the Navy, includes: Admiral C. C. Bloch, U.S.N. (Retired); Rear Admiral George H. Rock, (CC) U.S.N. (Retired); Rear Admiral W. T. Cluverius, U.S.N. (Retired), and Captain Frank Loftin, U.S.N. (Retired), Secretary.

Selection of award recipients on the part of the Army is made by the Army Board for Production Awards. This Board, appointed by the Honorable Robert P. Patterson, Under Secretary of War, includes: Lieutenant General William S. Knudsen, Director of Production, Chairman; Major General Charles M. Wesson, former Chief of Ordnance; Major General W. H. Harrison, Director of Procurement, Headquarters, Army Service Forces; Brigadier General Bennett E. Meyers, Deputy Assistant Chief of Air Staff, Materiel, Maintenance and Distribution; Mr. Edward F. McGrady, Special Consultant to the Secretary of War, and Colonel Ralph F. Gow, Recorder.

PLANNING
FOR
PRESENTATION CEREMONY

While you are not obliged to hold a presentation ceremony, it is highly desirable to do so. Experience has shown that if no ceremony is held, the award becomes less significant to the individuals concerned, and the employees fail to appreciate in full the recognition they are receiving.

Particular emphasis should be placed on keeping the Award ceremony short, simple and dignified. Lavish expenditures are inconsistent with the times and with the spirit of the Award, and must be avoided.

When the Award is initiated by the Army, the Award Branch, Industrial Services Division, Bureau of Public Relations, War Department, Washington, D. C., fixes a date and arranges for speakers for the ceremony--assuming that one is to be held.

When the Award is initiated by the Navy, the Incentive Division, Navy Department, Washington, D. C., fixes the date and arranges for the speakers.

A Public Relations Officer has been assigned to your company. He has been instructed by the Under Secretary of War to supervise arrangements for the presentation.

1. PLACE AND TIME OF CEREMONY

The place you choose for the ceremony will depend upon the number of people who may be expected to attend. The ceremony may be held indoors or out-of-doors, but should be on company property or an adjacent site so that time is not lost in going and coming.

If you plan to hold the ceremony out-of-doors, be sure to have a substitute indoor place easily accessible in case of bad weather.

The ceremony should be timed so that a maximum number of employees can attend, with minimum interference with production. The best time is usually at a change of shifts.

2. EQUIPMENT FOR CEREMONY

There should be a raised speakers' stand or platform, suitably decorated and large enough to accommodate speakers and honored guests. Confusion can be avoided if the seats are marked with names of the persons who will occupy them.

It is urged that there be but one platform, and that the number of persons seated on it be held to a minimum. When it is necessary to have additional guests, they should be accommodated below the platform on seats placed to one side, so that they will not intervene between the platform and the audience of plant personnel.

A flag of the United States should be provided for use as described on Page 14 of this Manual.

It is possible that you may be able to secure an Army or Navy Color Guard from a nearby post or establishment. If unable to secure such a Color Guard, you may use a uniformed color guard from some local organization, or one organized within your plant.

Facilities for a public address system should be set up if the size of the ceremony warrants such arrangements.

NOTE: The Award flag shall not be displayed in any way until the formal presentation is made. For instructions on how to fly the flag and how to erect suitable flagstaffs, see Appendix at back of this manual.

3. SPEAKERS AND GUESTS

A Master of Ceremonies should be selected to conduct the program. It is essential that he be able to speak well and to conduct the program effectively and on schedule.

It is desirable that the families of men and women employed in the plant be invited to the ceremony, provided this does not conflict with Plant Security Rules.

Army and Navy Officers will be present at the ceremony, and one of them will present the Award. They will come as representatives of the Under Secretary of War and the Under Secretary of the Navy, and will be designated by the War and Navy Departments.

In the interest of conserving the nation's strained transportation facilities, it is urged, at the request of the Office of Defense Transportation, that the number of out-of-town company officials and guests be held to an absolute minimum.

4. PUBLICITY AND ADVERTISING

Adequate accommodations for news photographers and reporters should be reserved close to the speakers' stand.

We suggest as suitable local publicity (1) Editorials in local newspapers, (2) Spot news in local newspapers and on local radio station programs, (3) Congratulatory messages.

Extreme caution should be exercised in all publicity against revealing any matters such as rates of production, item costs, secret equipment, number or names of employees and other material that might aid the enemy. Care should be taken to prevent photographing of any restricted materials or industrial processes.

If there is the slightest question whether material for local use should be used, you should submit it for checking in advance of publication to the Public Relations Officer assigned to help you with the ceremony.

All material designed for national advertising or publicity must be submitted in advance to the Review Branch, Bureau of Public Relations, War Department, Washington, D. C., for clearance.

Use of the Award insignia in your advertising is permissible, but not mandatory. The tone of any advertising which mentions the Award or reproduces Award insignia must be dignified and in good taste.

The Award insignia shall not be used in any way by plants other than those which have received the Award. Use of the Award insignia in a manner which implies, in any way, an extension of the Award to other plants or activities of the concern is not authorized. In reproducing the "E" flag as part of an advertisement, the names of award-winning units of the firm must appear near the insignia so there can be no doubt which plants have received official recognition, unless the Award has been granted to the entire company advertised.

In the case of construction firms, advertising must indicate that the Award was won for participation in a specific war construction project.

The band plays while the spectators leave.
Participation of a wounded soldier to make the token pin presentation is desirable, whenever one is available. If this procedure is followed, the Naval officer first reads the citation, then introduces the soldier who gives the pin to the representatives. Arrangements for the wounded soldier will be made by the public relations officer.

5. OFFICIAL CEREMONY PROGRAM

Music by a band previous to the ceremony

- I. Ceremony is begun by the Master of Ceremonies asking everyone to rise and sing one stanza of "America" which is played by the band. 2 min.
- II. Master of Ceremonies makes brief remarks concerning the company, its employees, and significance of the Award. 2 min.
- III. The Master of Ceremonies introduces the main Army or Navy speaker. 1 min.
- IV. Army speaker gives address, then presents the Award flag to the president of the company or his representative and to the representative of the employees. 5 min.
- V. The Award flag is held extended for a moment by the latter two so the spectators may see it, then handed to the waiting color guard which will hoist it on the flag pole to music by the band. 3 min.
- VI. The Master of Ceremonies introduces the president of the company, who accepts the Award. 3 min.
- VII. Naval officer reads citation and presents pins to the representative of the employees and to the president of the company or his representative.* 3 min.
- VIII. The Master of Ceremonies introduces the representative of the employees, who accepts the Award. 3 min.
- IX. The Master of Ceremonies announces the playing of "The Star Spangled Banner". 2 min.

24 min.

The band plays while the spectators leave.

*Participation of a wounded soldier to make the token pin presentation is desirable, whenever one is available. If this procedure is followed, the Naval officer first reads the citation, then introduces the soldier who gives the pins to the representatives. Arrangements for the wounded soldier will be made by the public relations officer.

NOTES: (1) Experience has shown that it is essential that the persons who will receive the flag from the main speaker rehearse carefully the handling and displaying of the flag.

(2) The pin presentation at the ceremony is only a "token" presentation. Complete distribution of pins should take place through regular plant channels as quickly as possible after the ceremony. This should be announced by the Navy speaker.

(3) If printed programs are provided for the ceremony, they should be inexpensive and simple. Names of the invited honored guests should not be included, and the list of company employees must not be published for reasons of plant security.

(4) No scrapbook covering the ceremony is requested or desired by the War Department.

I. The Award Flag

a. The original flag will be sent to you without charge by the Army and Navy as soon as your pin order form has been received.

b. If replacements of the original flag are necessary, they should be held to a minimum because of the shortage of manpower and materials.

c. Flags for replacement purposes may be purchased directly from the Commanding Officer, Philadelphia Quartermaster Depot, 2800 South 20th Street, Philadelphia 45, Pa. (Price list for flags on Page 18).

II. Instructions for Flying the Award Flag

a. The Army-Navy "E" flag is perhaps best displayed by flying it on the same halyard as and directly beneath the flag of the United States. As an official flag authorized by the War and Navy Departments, it may be flown in this manner.

b. Awards made to construction projects stipulate that the flag may be flown over the project only until the project has been completed, when it must be taken down. The flag may not be flown by the home offices of any of the contractors who participated in the project.

c. For purposes of the ceremony it is somewhat awkward and undignified at the time when the Award flag is to be displayed to haul down the flag of the United States, bend on the "E" flag, and then rehoist both flags. This difficulty can be overcome if one of the following methods is chosen:

1. Temporary flag poles should be rigged on the front corners of the speakers' stand. These temporary poles need not be more than 18 or 20 feet high. If this method is followed, then the flag of the United States should be raised, before the ceremony, on the pole to the speakers' right and, later on in the ceremony, the Award flag should be hoisted on the other pole.

2. A second halyard can be rigged on the main flag pole of the company or plant. This second halyard will eliminate the necessity of lowering the flag of the United States at the time when the Award flag is to be hoisted. It must be remembered, however, that the Award flag must fly below the flag of the United States.

3. If it is not practicable to rig a separate halyard on the main flag pole, it may be possible to rig a temporary halyard for the purposes of the ceremony. This can be done by attaching a block on the halyard just below the bottom snap of the flag of the United States. Through this block can be strung a light, temporary line which will be satisfactory for raising the Award flag during the ceremony. After the ceremony, this temporary tackle can be removed, and the Award flag bent on the permanent halyard below the flag of the United States.

c. The suggestions outlined in this section do not apply to Naval shore establishments which are governed by their own rules and regulations.

III. The Lapel Pins

- a. The original pins will be furnished by the War and Navy Departments.
- b. The following personnel of plants receiving the Army-Navy Production Award are eligible to receive "E" pins:
 1. All individuals on the active payroll of the plant on the date of the letter of notification from the Under Secretary of War or the Navy.
 2. All individuals who spend substantially all their time on work associated with the war production activities of the plant, and who would not be eligible to receive the pins under any other nominations.
 3. Civilian employees of the War Department who devote substantially all their time to work associated with the war production activities of the plant.
 4. All directors of a corporation, and all employees of a central administrative office serving several plants of the same corporation, only if and when the majority of the employees of that corporation have received the Award.
 5. Company employees in sales-service and branch offices which deal primarily with the plant receiving the Award.
- c. Former employees now in the Armed Forces may not receive "E" pins unless eligible under paragraph b above.
- d. Persons who are added to the payroll after the date of the letter of notification from the Under Secretary of War or of the

Navy will not be eligible to receive pins until and unless their plant receives the Star Award.

e. When the plant receives the Star Award, a flag with a white star attached and pins for employees hired since the original award will be furnished gratis by the War and Navy Departments. To be eligible for a pin, a new employee must be listed on the plant's active payroll on the date of the letter of notification of the Star Award.

f. Orders for pins to replace those lost or broken should be placed with the Commanding Officer, Philadelphia Quartermaster Depot, 2800 South 20th Street, Philadelphia 45, Pennsylvania.

g. Your attention is invited to the fact that both the lapel pin and the flag are patented, and the only official distributor is the Philadelphia Quartermaster Depot.

Cost of Flags with Three Stars added

| | |
|---------|---------|
| \$ 9.93 | 1 flag |
| 19.86 | 2 flags |
| 29.79 | " |
| 39.72 | " |
| 49.65 | " |
| 59.58 | " |

Flag orders should be sent directly to the Commanding Officer, Philadelphia Quartermaster Depot, 2800 South 20th Street, Philadelphia 45, Pa. Checks, payable to the Treasurer of the United States, must accompany all orders.

PRICE LIST FOR ARMY-NAVY "E" FLAGS
(Prices subject to change without notice)

Cost of Original Flag

| | |
|---------|---------|
| 1 flag | \$ 9.16 |
| 2 flags | 18.31 |
| 3 " | 27.47 |
| 4 " | 36.63 |
| 5 " | 45.78 |
| 6 " | 54.94 |

Cost of Flags with One Star added

| | |
|---------|---------|
| 1 flag | \$ 9.41 |
| 2 flags | 18.83 |
| 3 " | 28.24 |
| 4 " | 37.66 |
| 5 " | 47.07 |
| 6 " | 56.49 |

Cost of Flags with Two Stars added

| | |
|---------|---------|
| 1 flag | \$ 9.67 |
| 2 flags | 19.34 |
| 3 " | 29.02 |
| 4 " | 38.69 |
| 5 " | 48.36 |
| 6 " | 58.03 |

Cost of Flags with Three Stars added

| | |
|---------|---------|
| 1 flag | \$ 9.93 |
| 2 flags | 19.86 |
| 3 " | 29.79 |
| 4 " | 39.72 |
| 5 " | 49.65 |
| 6 " | 59.58 |

Flag orders should be sent directly to the Commanding Officer, Philadelphia Quartermaster Depot, 2800 South 20th Street, Philadelphia 45, Pa. Checks, payable to the Treasurer of the United States, must accompany all orders.

24 July 1943

24-41174ABC