

13TH MEETING

~~CONFIDENTIAL~~PERSONNEL CONTROL COMMITTEEMinutes of Meeting Held27 November 1944

1. Colonel Johnston acquainted the two new members of the Committee, Major King (vice Col. Cook) and Mr. Rhoads (vice Mr. Lewis) with the responsibilities of the Committee and the projects pending.

*2. Policy and Procedure. — After a general discussion, it was agreed that each member should outline a recommended policy to be followed with regard to the attainment of the objectives set up. At the next meeting the most appropriate policy and procedure will be determined and considered for adoption.

*3. Approved T/O. — Major King reported on an approved T/O of officer grades to the Branches. The approved T/O's for enlisted grades and civilian personnel will be presented at the next meeting and all Divisions and Branches will be notified in writing.

*4. Over-lap of Shifts. — After a general discussion, the Personnel Control Committee recommended that the Personnel and Training Division call a meeting of all Branch Personnel Officers to discuss changes in present hours of work. The contemplated changes are: the inclusion of a separate schedule for those branches or sections operating on a one-shift basis, a separate schedule for those on a two-shift basis, and a separate one for those on a three-shift basis; or a schedule for those branches on a one-shift basis, and another schedule for those on a two and three shift basis.


Joseph W. Johnston
Lt. Colonel, Signal Corps
Recorder

Approved _____

W. Preston Corderman
Colonel, Signal Corps
Commanding

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