

9TH MEETING

~~CONFIDENTIAL~~PERSONNEL CONTROL COMMITTEEMinutes of Meeting Held23 October 19441. Recommended T/O Authorizations and Procedure for Future Changes. -

After lengthy discussion, the Personnel Control Committee agreed that the present uncertain situation, with regard to Branch T/O's as a result of the reorganization, should be resolved by the approval of "bulk allotments" to the several branches, and that a definite procedure for the justification of any future requests should be established. It was further agreed that the Branch Chiefs should be informed at the time the "bulk allotment" is allocated to them that the Personnel Control Committee will cause continuing studies to be made as to the proper utilization of personnel, the need therefore, and the simplification of work methods in a constant effort to insure that all personnel are actively, efficiently, and effectively engaged. It is specifically recommended that:

a. A break-down of total allocated SSA personnel (to include division and branches) be published for each division for the division concerned only. This break-down is to include officers by grades, enlisted personnel by grades, and civilian personnel as a bulk allotment.

b. That the recapitulation of requests for personnel submitted by all divisions and branches of the Agency, corrected to 18 October 1944, be published for the information and guidance of all concerned.

c. That the enlisted strength (male) totaling 435, requested by the Language Branch, be reduced to such a figure that the total authorized enlisted male strength for Arlington Hall Station does not exceed the 425 authorized per AF-1 when the total requirements of all other branches have been fulfilled.

d. That the enlisted strength (male) assigned to the Language Branch be increased consistent with the availability of qualified personnel and any subsequent reduction of enlisted strength (male) which can be effected throughout other branches of the Agency.

e. That vacancies existing above and beyond the total request shown in the recapitulation sheet be allotted to the Training Branch for use during the period of training personnel, with the understanding that these vacancies create, in effect, a pool available for allocation to branches instituting new jobs for which no Table of Organization allocation had been anticipated at the time of submission of their personnel requirements.

f. That the procedure for justification of future requests from the branches be substantially as follows:

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- (1) A request outlining the job and the estimated number of personnel required for its accomplishment be furnished to the Personnel Control Committee at the time a new job is instituted within any branch.
- (2) That prior to the allocation of personnel, an examination be made to determine the necessity of accomplishing the job and the requested T/O be examined for inconsistency in comparison with existing T/O's for comparable jobs, and the procedure to be employed in the accomplishment of the job be examined as to its consistency with procedures established for comparable jobs.

2. Reduction of Guard Personnel. - After discussion and review of a study made by the Control Office, the Committee agreed to submit a recommendation to the Commanding Officer, substantially as follows:

a. In accordance with the findings of the Control Office, all security measures performed by the guard complement within the Operations Building be transferred to operating personnel. The guard complement would be responsible for external security only as differentiated from internal security. This would result in a saving of eight guards.

b. That the side entrances to both operations buildings be closed and the number of external guard posts around the buildings be reduced to the minimum. Nine guards will be eliminated by this.

c. That officer couriers be qualified and required to bear arms; the enlisted men now serving as courier guards be relieved for assignment to other duties. This will result in a saving of two guards.

d. That, if having taken the above recommended measures, further reductions in personnel are desired and the calculated risk assumed is out-weighed by the saving of personnel, that guards at all external gates of Arlington Hall Station be withdrawn with the exception of the maintenance of a guard at the main gate and the 6th & Quincy gate during the hours from 0600 to 1800, for informational purposes only. An M.P. Patrol will cover the entrances during the rush periods to insure adequate traffic control. If the guards posted at the two entrances are selected from the WAC Detachment, the acceptance of this recommendation will result in a saving of sixteen enlisted men.

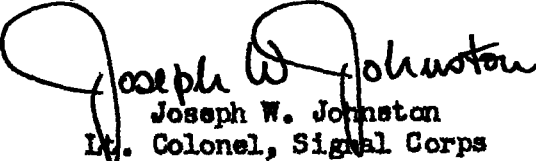
e. Nineteen enlisted men could be relieved from guard duty if recommendations a, b, and c, are approved; sixteen additional enlisted men if recommendation d is approved, or a total of thirty-five enlisted men.

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f. There is attached a copy of the study made by the Control Office, cross-referenced by subparagraph designation to key with the above recommendation.

3. Adjournment. - There being no further business, the Committee adjourned at 1430.


Joseph W. Johnston
Lt. Colonel, Signal Corps
Recorder

Approved except for paragraphs 1b and 2d.

W.P.C.

W. Preston Corderman
Colonel, Signal Corps
Commanding

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