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DATE

12/4

FROM

Commanding Officer

Assistant Commandant

Dir of Comm Research

Control O

Administrative O

Adjutant

Intelligence O

Provost Marshal

2nd Sig Serv Bn

attn: Mr. Stoads

Chief, Pers & Trng Div

Chief, Pers Br

Chief, Trng Br

Chief, Oper Serv Div

Chief, Communications Br

Chief, Laboratory Br

Chief, Machine Br

Property & Supply O

Purchasing & Contracting O

Fiscal & Certifying O

OIC, Mail Section

Chief, Security Div

Chief, Protective Sec Br

Chief, Cryptographic Br

Chief, Development Br

Chief, Intelligence Div

Chief, Language Br

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Chief, I & L Br

Approved for Release by NSA on 12-18-2014
pursuant to E.O. 13526

As discussed

As requested

Comments and return

Information and file

Information and forwarding

Information and return

Recommendation

See note on reverse

Signature if approved

Your action

4 December 1944

MEMORANDUM for Chairman, Personnel Control Committee**Subject: Procedure for Better Utilization of Personnel**

1. In order that an intelligent and comprehensive plan may be followed for the survey of utilization of personnel on the Post, it is recommended that the following plan be adopted:

a. All Branches be requested to prepare for the Personnel Control Committee a flow chart of their operations.

b. That this flow chart be composed of a graphic description, showing the work of the Branch from the receipt of that work to the finished product.

c. That these flow charts be reviewed by the Personnel Control Committee with a view to enabling the committee to more easily determine how utilization of personnel will be handled in the several Branches.

2. Upon review of all the flow charts, the Personnel Control Committee will set up sub-committees composed of one Branch member, one representative of the Personnel Control Committee and as many additional members as will be necessary for a complete review of the Branches activities.

3. It is felt that by study of the flow charts prior to actual inspection of utilization of personnel, the sub-committee preparing to do the audit will be better informed and able to do the job more quickly, efficiently and with better understanding.

Philip King, Jr.
Major, Signal Corps