

~~CONFIDENTIAL~~

1ST MEETING

PERSONNEL CONTROL COMMITTEEMinutes of Meeting Held1 January 1945

1. Assignment of Personnel to B-II. - Colonel Johnston reported on the final action in assigning personnel to B-II. Colonel Collins approved the recommendation of the Personnel Control Committee to B-II and forwarded same. Col. Kullback reported that B-II complied with the recommendation by retaining seven (7) persons and releasing the remaining twelve (12) to Training School. Those persons released were told why and appreciation of their help expressed to them.

\*2. Recruitment. - Colonel Johnston stated that Colonel Corderman has expressed the desire that Personnel Branch increase the number of field recruiting officers in order to obtain more personnel. Personnel Branch has already increased the recruiting force by two (2) second lieutenants and are requesting an additional thirteen (13) officers to put in training. Personnel and Training Division will submit a written request to the Personnel Control Committee for authorization to increase the T/O in Personnel Branch.

3. Replacement of Civilian Personnel by Military Personnel. - A discussion was held regarding Circular 462, dated 6 December 1944, which states, "Women's Army Corps personnel will be used to replace civilian personnel only in those cases in which the substitution of military for civilian personnel has been approved by the War Department as a military necessity," and ASF Circular 51, dated 15 February 1944, which states, as the policy of the War Department, that "No military personnel will be employed on jobs that can be performed by available civilians."

It was agreed that Col. Johnston would prepare a memorandum for distribution to all branch and division chiefs, setting forth the information contained in both circulars. The memorandum will be submitted to the members of the Personnel Control Committee for comment before submitting to the Commanding Officer for approval.

\*4. Request for Personnel by Development Branch. - Col. Johnston read a request from Development Branch for three (3) officers and three (3) enlisted men on or about 1 March 1945. After discussion the request was referred to the Control Office for investigation and further information.

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\*5. Questionnaire for Personnel Requests. - The Committee decided a questionnaire form should be set up for the use of divisions and branches when requesting personnel. A form used in OCSigO was discussed and it was agreed that some of the questions should be extracted, published, and submitted to the Branch Chiefs for comments and recommendations. It is desired to establish a workable form but one which will include full and detailed information.

\*6. Personnel Utilization. - The Personnel Control Committee has accepted the offer of the Chief, Operating Services Division, and is conducting a study in that Division to determine the utilization of personnel therein. It is anticipated that the results of this survey will be compiled shortly and that future surveys will be based upon the procedures and techniques found practicable in this initial survey. Two members of the Personnel Control Committee are participating in the survey and satisfactory progress has been made.

*Joseph W. Johnston*  
Joseph W. Johnston  
Lt. Colonel, Signal Corps  
Recorder

Approved /s/ W.P.C.  
W. Preston Corderman  
Colonel, Signal Corps  
Commanding

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