

COORDINATION COMMITTEE  
FOR CLASSIFICATION AND WAGE ADMINISTRATION

Minutes of Meeting Held 17 May 1946

1. The first meeting of the Coordination Committee for Classification and Wage Administration was held this date in Room 117, Headquarters Building, at 1500 hours. The following were present:

Mr. W. F. Friedman, Chairman  
Lt. Col. R. T. Walker, ASA Staff  
Colonel S. Kullback, R & D Division  
Lt. Col. H. L. Clark, Security Division  
Mr. F. B. Rowlett, Intelligence Division  
Captain W. C. Washcoe, Security Division  
Lt. F. A. Klemm, Intelligence Division  
Mr. D. G. Starlin, Personnel & Training Branch  
Mr. Mark Rhoads, Office of the Director of  
Communications Research

2. The Committee met in pursuance of the following charter:

"1. At a meeting of the Civilian Employment Board 19 April 1946, it was requested by Board members that a Coordination Committee be established to consider the problems of basic alignment of positions in this Agency with those comparable in other agencies.

"2. The purpose of the Committee would be to establish position titles that would be in keeping with the type of work done on specialized jobs and coordinate these with other agencies. It would also make a study of comparable positions in other agencies to see that the allocation of such positions at this Agency are in keeping with those elsewhere.

"3. It was suggested that Mr. Friedman be appointed chairman and that the chairman select the members of the committee. The committee would be composed of not more than five nor less than three members.

"4. The suggestion of the Board is herewith forwarded for review."

/s/ D. GLENN STARLIN  
Chairman, Civilian  
Employment Board

"Chief P & T Branch  
Approved - HGH - 30 Apr"

3. Considerable discussion ensued as to the poor descriptions of jobs as presented in the Position Allocation Manual for Graded Civilian Jobs (ASF Manual 204). It was agreed that a sub-committee should be appointed to:

a. Study the problem and recommend adequate work descriptions and titles for occupational groups, series and classes.

b. Review the job descriptions in force at present in the various divisions and make recommendations for such changes as are deemed necessary. (Specific attention was to be paid to uniformity throughout the Agency and to concentrate only on those jobs that are peculiar to the work of the Agency, disregarding standardized types such as typists, stenographers, etc.)

c. Coordinate and compare with other agencies to see that the allocations of positions at this Agency are in keeping with those elsewhere.

d. Review Army MOS and SSN numbers so as to bring consistency between civilian and military job specifications, and make necessary recommendations.

e. Make the studies outlined above for graded positions first, and then proceed to ungraded positions.

4. The members of the sub-committee were named by the Chairman as follows:

Mr. Mark Rhoads, Chairman  
 Captain W. C. Washcoe, Security Division  
 Captain C. R. Deeter, R & D Division  
 Lt. F. A. Klemm, Intelligence Division

(NOTE 1: Lt. Col. Walker did not think it necessary to appoint a member from the ASA Staff.)

(NOTE 2: Mr. Starlin offered his services and that of the Personnel and Training Branch to the sub-committee on a consultative basis.)

5. The committee then adjourned to await a report from the sub-committee.

*William F. Friedman*

WILLIAM F. FRIEDMAN  
 Director of  
 Communications Research  
 Chairman, Coordination  
 Committee