Commanding Officer
Assistant Commandant
Dir of Comm Research
Control O
Administrative O
Adjutant
Intelligence O
Provost Marshal
2nd Sig Serv Br

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
Chief, Mil Cryptanalytic Br
Chief, Gen Cryptanalytic Br
Chief, T/A and Control Br
Chief, I & L Br

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As discussed
As requested
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Information and forwarding
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Recommendation
See note on reverse
Signature if approved
Your action

SIS-SC Form No. 96 (Rev)
23 August 1944
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