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## CIVILIAN EMPLOYMENT BOARD

Minutes of Meeting Held  
1 November 1946, Room 117, Hqs.

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## PRESENT:

Lt. Colonel J. H. Frier, Jr.	Dr. Abraham Sinkov
Lt. Colonel J. M. Libby	Mr. F. B. Rowlett
Major Hamill D. Jones	Mr. John L. Sullivan
Captain M. R. Coombs	Mr. Charles R. Deeter
Lt. Lucille J. Elwood	Miss Gertrude E. Kirtland
Dr. S. Kullback	Mr. D. Glenn Starlin

1. TARDINESS POLICY

Mr. Starlin stated that a policy with regard to the tardiness of personnel has been referred to the Adjutant, Army Security Agency, and a memorandum on this subject will be published. In connection with this, he mentioned that a survey had been made by the Provost Marshal for the week 21 to 25 October 1946, and the results of this survey indicated that approximately 1,500 people entered Operations "A" and "B" Building gates between 0800 and 0815.

2. REVIEW OF SPECIFICATIONS, MR. WILLIAM A. FLETCHER

Mr. Starlin requested the final opinion of the members of the Board on the specifications written by Mr. William A. Fletcher since his return to work 3 September 1946, and whether or not the original charge of inefficiency should be sustained. Mr. Deeter, Mr. Fletcher's supervisor, appeared before the Board meeting and stated that Mr. Fletcher's attitude in general has been all that could be asked for, and that he has tried very hard to do a good job. However, the specifications which he has produced during his probational period are impossible to use. Mr. Deeter further stated that Mr. Fletcher includes information in his specifications which is entirely irrelevant to the subject, and is unable to interpret any of the technical aspects of the specifications. It is the opinion of the civil engineers who examined the specifications that it would take a shorter time to do the specifications themselves than to correct them. Mr. Deeter also stated that an honest effort was made to review carefully the subject matter with Mr. Fletcher before the specifications were drawn up, and that sometimes three or four hours were spent with Mr. Fletcher prior to the preparation of the specifications. However, Mr. Deeter stated that regardless of how much time was spent in helping Mr. Fletcher, a usable specification would not result. Colonel Frier asked if Mr. Fletcher was inefficient, or if he was just unqualified for the position. Mr. Starlin explained that according to his past record he had been with the Signal Corps on two other jobs in which he had to write specifications, and that he had received "Very Good" efficiency ratings in each case. He also stated that papers on record in Mr. Fletcher's 201 File indicate an experience background which qualifies him for the job at Arlington Hall of Engineer (Specification Writer) P-2.

After Mr. Deeter's statements regarding Mr. Fletcher, Mr. Starlin asked the members of the Board for their opinion of the specifications, and it was agreed by

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those members qualified to judge that they had not improved over the previous specifications. Then Dr. Sinkov made a motion that the charges of inefficiency against Mr. Fletcher be sustained, and that he be informed that he is being removed, pending a 30-day on-the-job notice. Colonel Libby seconded the motion, and the motion was carried unanimously by the Board. Before the motion is actually effected, Mr. Starlin said, it would be presented to Colonel Hayes for his review. If Colonel Hayes agrees with the Board's recommendation, Mr. Fletcher will be separated for inefficiency in keeping with Civil Service and War Department rules and regulations.

### 3. SUPERVISOR'S TRAINING COURSE

Colonel Hayes appeared at the Civilian Employment Board Meeting and discussed the need for a supervisor's training course. As a result of his review of the bi-weekly Employee Counselors' Reports, which include comments of employees who are leaving the station, he believes that there is a need for great improvement in the performance of the individual supervisors. He stated that the JRT Course which was in effect approximately 1½ years ago was fairly satisfactory, but that it met with great opposition on the part of higher echelon employees, although it was well received by lower echelon employees. Therefore, Colonel Hayes suggested that before another course comparable to the JRT Course was put into effect, the supervisors themselves should be asked just what matters should be covered in a lecture or course. In order to determine the type of course to be offered, a draft questionnaire was prepared and distributed to the members of the Board, and Colonel Hayes stated that he desired the Board members to review this questionnaire and return it to Mr. Starlin. When the final questionnaire is prepared, it will be submitted to all supervisors. Colonel Hayes states further that the course of instruction would be made as interesting as possible, and that he hopes to secure instructors who are the best qualified on each of the subjects listed.

With regard to the Employee Counselors' Reports which Colonel Hayes mentioned, Dr. Sinkov stated that he was not aware of the existence of such reports and inquired as to the distribution of them. Colonel Hayes stated that from now on the reports would be sent to all division chiefs.



E. GLENN STARLIN  
Chairman, Civilian Employment Board