

15-5-1027

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28th Meeting

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ZOPERATING SERVICES DIVISION
EXECUTIVE COMMITTEEMinutes of Meeting Held
4 July 1945

1. STAFF MEETING - The Chief of the Division reported the following information as a result of the Staff Meeting of 3 July 1945:

a. PERSONNEL - Report was made by the Administrative Officer that a program of lectures would be given soon regarding utilization of enlisted women, their promotions, and problems in general in order to familiarize the Branch Chiefs along these lines. It was stated that there is dissatisfaction among the enlisted women since the demand seems to be that most of the graveyard and swing shifts are made up of enlisted personnel. Many civilians have in their possession Doctor's certificates of inavailability for swing or graveyard work, and it is stated that the WAGs also are resorting to this means with negative results. Under the new pay bill the swing and graveyard shifts will receive a higher increase in pay than the day shift, and attention was drawn to the fact that civilians holding such Doctor's certificates should be given less consideration when asking for either permanent graveyard or swing.

b. RESIGNATIONS - The Commanding General discussed the matter of resignations, which have increased during the past month, stating that every precaution should be taken to curb resignations but no objections exist to the discharge of unsatisfactory employees. When employees are transferred to other Branches or given a new assignment, a thorough explanation should be given to the individuals stating the reason for the move, in order to prevent any misunderstanding on the part of the employees.

c. SUPPLIES - An audit is being made of all supplies on the Post and it is of the utmost importance that each Branch Supply Officer account for the supplies and material for which he is responsible. Attention must be drawn to the fact that the Branch Supply Officers are responsible and a definite check of each item must be maintained. The Division Chief stated that the Commanding General has requested that a report be made to him within a very few days as to the status of supplies in the Division.

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d. TOURS OF DUTY - It was emphasized that every Branch Chief should tour all sections of his Branch several times each week and if possible a schedule should be set up for these tours. Suggestion was made that Division Chiefs and Branch Chiefs might occasionally inspect operations on the graveyard and swing shifts, thereby noting how such shifts are operating.

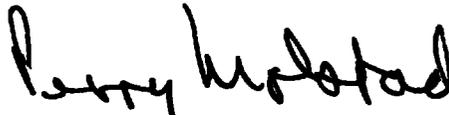
e. SHOE REPAIR SHOP - A shoe repair shop is now available to all enlisted personnel and officer personnel on the Post. Use is limited to military personnel at the present, due to the demand, but all indications point toward civilian use also in the near future.

f. SEMI-MONTHLY REPORTS - The semi-monthly reports are to continue in narrative form but it is the desire of the Commanding General that each Branch Chief express his views as to the conditions within his Branch, specially on the subjects of work loads, resignations, and future developments. The statistical reports from the Branches will be on a monthly basis in the future.

g. APPEARANCE OF OFFICES - The Commanding General commented on the tidiness of the Branches, but stated that there was still room for improvement.

h. NEWLY ASSIGNED OFFICER PERSONNEL - Any new officers assigned to Branches are to meet their respective Division Chiefs before assignment to duty so that they may be informed what should be their relation with civilians.

2. COMMITTEE - Chief, Machine Branch stated that a Job Relations Committee was being set up within his Branch. This committee, composed of four representatives from each shift and totaling approximately 14 people will meet with the Personnel Officer to discuss employees' problems. Every three months the committee will elect two new representatives on the committee, and this election will coincide with rotation of shifts. This committee will relay all problems and difficulties of both civilian and military personnel, which would not be otherwise known, to the Personnel Officer. It is believed that this committee will reduce resignations and promote a better understanding among the employees. The Division Chief requested that the Chief, Machine Branch, give a report of the results of this committee at the next meeting.



PERRY M. ST. JOHN
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Chief, Operating Services Division

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