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27 January 1954

~~FILED~~

Machine Services

~~RETURN TO~~

MEMORANDUM FOR: Record

SUBJECT: Proposed Position Control Register

RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE

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1. As a result of conferences held on 30 December and 4 January with Messrs. [redacted] Personnel Office, Mr. [redacted] Machine Records Branch, and myself, it was agreed as follows:

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a. The regular T/O listings for the Office of Communications and the DD/P complex will be completed by 15 January 1954.

Position Control Registers for DCI, Training, DD/A and DD/I will be ready by approximately 20 January 1954.

b. The system of symbols agreed to, to indicate various factors involved in double or triple slotting, will not be used in the T/O's prepared for the first quarter of 1954.

c. A list of status cards will be furnished the Personnel Office by 5 January 1954. This list will include only those status cards on which there is no slot number.

The Personnel Office will indicate the proper slot number and return the cards to the Machine Records Branch by 10 January 1954. All status cards which have a slot number and the number no longer exists in the T/O file will be listed as "unassigned."

2. Before the next quarterly T/O listing is prepared, improvements will be made to reflect the inclusion of the necessary symbols with respect to slotting and other changes as reflected above.

3. These conditions were agreed to by Mr. [redacted] for the Personnel Office.

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